ATTACHMENT A

Final Relocation Impact Statement and Last Resort Housing Plan for the Jepson Parkway Project

Prepared for

Solano Transportation Authority

Submitted by

Associated Right of Way Services, Inc.

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ARWS Associated Right of Way Services, Inc.

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I. EXECUTIVE SUMMARY

In an effort to improve local traffic in central Solano County and to encourage the linkage between transportation and land use, the Solano Transportation Authority ("STA"), City of Fairfield, City of Vacaville, Suisun City, and Solano County completed the proposed Jepson Parkway conceptual plan in 2000. In May 2011, the California Department of Transportation ("Caltrans"), as the federal lead agency for this project, selected Alternative B as the preferred alternative among the routes and alternatives studied for the Jepson Parkway Project ("Project"). The preferred alternative for the Project includes widening the existing Vanden Road near the City of Fairfield city limits to a four-lane divided arterial for the entire length of the corridor and includes improvements (from north to south) to Leisure Town Road, Vanden Road, Cement Hill Road, and Walters Road. The Project components include the widening of existing roadway on various segments; construction of a northern extension of Walters Road between Cement Hill Road and Air Base Parkway; a grade separation (overpass) of the Union Pacific Railroad tracks as part of the Walters Road extension; improvements (such as bridge widening or culvert extensions) at the Leisure Town Road crossings of Alamo Creek and New Alamo Creek; a new crossing of McCrory Creek and McCrory detention basin; bicycle and pedestrian path; landscaping; and utilities relocation.

The 12-mile Jepson Parkway Project is intended as an Interstate 80 Reliever Route that will improve intra-county mobility for Solano County residents. The Project upgrades a series of narrow local roads to provide a north-south travel route for residents as an alternative to Interstate 80. The Project proposes a continuous four-lane roadway from State Route 12 at the Walters Road intersection in Suisun City to Interstate 80 at the Leisure Town Road interchange in Vacaville. The new Jepson Parkway will generally follow the alignment of the existing two-lane Vanden Road from Peabody Road to the southwest, then extend northeast past the existing section of Vanden Road that turns north and then connects with the existing Leisure Town Road north to Interstate 80. The Project also includes safety improvements, such as the provision for medians, traffic signals, shoulders, and separate bike lanes.

The Project is divided into 10 segments for design and construction purposes. Five segments within the Jepson Parkway Project have been completed: the extension of Leisure Town Road from Alamo to Vanden Road; the relocation of the Vanden Road/Peabody Road intersection; improvements to Leisure Town Road bridges; the Walters Road widening in Suisun City; and the Interstate 80 and Leisure Town Road interchange in Vacaville.

At this time, the STA has identified that three of the Project segments will require relocations associated with 10 occupied parcels. For purposes of this Final Relocation Impact Statement and Last Resort Housing Plan ("Final Plan"), these three Project segments will be identified as Phase I and Phase II. In order to proceed with the required relocations, the STA has prepared this Final Plan to identify the affected Project area occupants and summarize general information on the residential, business, and personal property only occupants ("Occupants") of the properties in order to assess the impact the Project may have on the Occupants. This Final Plan will also identify how this proposed Project might affect the Occupants and will discuss the Relocation Assistance Program that would be made available to the Occupants if they were ultimately required to relocate as a result of

the Project. If the STA proceeds with the proposed Project, the STA's Relocation consultants would work with the affected Occupants. A Relocation Advisor would work with each Occupant to help them to understand the STA's Relocation Assistance Program, to search for available replacement sites, assist with planning for the reconfiguration of their properties, if applicable, and to file claims for monetary assistance to aid with the costs related to the relocation. The STA is prepared to provide Relocation Assistance in accordance with Federal law, 42 U.S.C. 4601 *et seq*. and implement regulations found in 49 CFR Part 24 (the Uniform Relocation Act), and applicable state laws and regulations found in California Government Code Section 7260 *et seq*., and the California Code of Regulations, Title 25, Chapter 6, Subchapter 1.

Project Parcels

There are 14 parcels in Phase I and 27 parcels in Phase II, 41 parcels in total that will be affected by the proposed Project. It has been determined that a total of 10 parcels, 6 in Phase I and 4 in Phase II are occupied by commercial, residential, storage and/or personal property only occupants. The remaining are comprised of vacant land or do not have any occupants that will be affected by the proposed Project. Of the 10 parcels with occupants, one parcel requires full acquisition of the entire parcel. The remaining nine parcels will only require a partial acquisition. The parcels are generally located on Vanden Road, between Peabody Road to the west and Leisure Town Road to the north-east; and, Leisure Town Road between Vanden Road to the west and just to the north of Elmira Road.

Project Scheduling

In Late 2012, the STA initiated the real estate appraisal process and sent Notices of Decision to Appraise to the owners of the affected parcels. The appraisals on the affected parcels have been completed as of September 2013. The STA expects to commence its efforts to negotiate for the acquisition of the portions of the affected parcels immediately after each real estate appraisal is completed. For the occupied parcels being addressed in this Final Plan, STA began making offers and negotiating with the property owners in an effort to acquire the portions of the parcels located in both Phase I and Phase II in June 2013. The STA plans to complete the acquisitions and obtain possession of the required proposed Project area parcels in mid 2014. Relocation of the affected Occupants is expected to be completed concurrently with the acquisition of the affected parcels with an estimated vacate date no later than July 2014. All eligible Occupants will promptly be provided written notice of their eligibility to receive relocation assistance from the STA upon the initiation of negotiations for the acquisition of the area parcels. Each eligible affected Occupant will be provided with a minimum of 90-days advanced notice to relocate. If the STA is successful in their efforts to acquire the required portions of all proposed Project area parcels, construction of the Jepson Parkway Project is anticipated to commence during the third quarter of 2015 and is expected to take 18 to 24 months.

Project Assurances

The STA is committed to providing relocation assistance to residential tenant-occupants who are in legal occupancy for 90 consecutive days prior to the STA's presentation of the first written offer to purchase the required portions of the parcels and to residential owner-occupants who have legally owned and occupied the property for 180 consecutive days prior to the STA's presentation of the first

written offer to purchase the required portions of the parcels. Business and personal property only occupants who legally occupy a property at the time of STA's first written offer will be provided with relocation assistance in accordance with federal and state laws and guidelines. In addition, it is the intent of the STA that:

- The Draft Plan is provided to each occupant, has been made available to all personal property only occupants, and has been made available to the public for the mandatory thirty (30) day review and comment period. Comments to the Draft Plan will be included as an addendum to this Final Plan prior to submission for approval before the STA.
- All occupants displaced as a result of an acquisition by the STA shall receive fair and equitable treatment.
- No occupant will suffer disproportionate damages as a result of a project proposed for the public's benefit.
- No eligible residential occupant will be required to move unless adequate replacement housing is available to the displaced person, regardless of race, color, religion, sex, or national origin.
- No eligible residential occupant will be displaced without 90 days notice and unless "comparable" replacement housing can be located *and is available*.
  - "Comparable" housing includes standards such as: decent, safe, and sanitary (as defined in 49 CFR Part 24 Subpart A §24.2(6) and §24.2(8) of the federal regulations);
  - Functionally equivalent to the displacement dwelling. The term "functionally equivalent" means that it performs the same function, provides the same utility, and is capable of contributing to a comparable style of living; in an area not subject to unreasonable adverse environmental conditions from either natural or manmade sources.
- No eligible residential tenant occupant will be required to relocate unless comparable replacement housing is available within the financial means of the displaced person (housing costs do not exceed 30% of the household's average monthly income, if the household is low-income based on the U.S. Department of Housing and Urban Development income limits), either by the displaced person's own means or through assistance from the Relocation Program.
- STA will contract with qualified Relocation Advisors for the following services:
  - Provide current and continuing information on the availability, prices, and rentals of comparable residential and commercial properties and locations.
  - Assist each eligible displaced person to complete applications for payments and benefits.
  - Assist each eligible displaced person in obtaining and becoming established in a suitable replacement location.
  - Provide any services required to insure that the relocation process does not result in different or separate treatment on account of race, color, religion, national origin, sex, marital status, familial status, or any basis protected by state or federal anti-

discrimination laws, or any other arbitrary circumstances.

- Supply to such eligible persons information concerning federal and S
- State housing programs, disaster loan and other programs administered by the Small Business Administration, and other federal or state programs, offering assistance to displaced persons.
- Provide other advisory assistance to eligible persons in order to minimize their hardships. As needed, such assistance may include counseling and referrals with regard to housing, financing, employment, training, health and welfare, as well as other assistance.
- Inform all persons who are expected to be displaced about the eviction policies to be pursued in carrying out the project.

- Promptly after the STA's first written offer to purchase the property, the Relocation Advisor will provide each occupant with (1) a *Relocation Assistance Handbook* which will explain all relocation assistance available to the occupant, and (2) a Letter of Eligibility which explains the specific assistance options available to the occupant. A calculation of any replacement housing payments will be included in a Conditional Entitlement Letter for residential occupants.
- No eligible occupant will receive a 90-Day Notice to Vacate or be required to relocate without first receiving a Notice of Eligibility for Relocation Assistance, or Conditional Entitlement letter for residential occupants, a *Relocation Assistance Handbook*, and referrals to available replacement sites.
- Relocation assistance payments will be made in a timely manner. Payments for residential tenants will be based on the STA's Housing Valuation Survey and "spend to get" requirements.
- Benefits and payments as required in accordance with Federal law 42 U.S.C. 4601 *et seq*. and implementing regulations found in 49 CFR Part 24 (the Uniform Relocation Act), and applicable state laws and regulations found in California Government Code Section 7260 *et seq*., and the California Code of Regulations, Title 25, Chapter 6, Subchapter 1., will be provided to all displacee's.
- The STA's appraisal, acquisition and relocation assistance programs are adequate to provide orderly and timely relocation of all persons to be displaced.
- If the Final Relocation Impact Statement and Last Resort Housing Plan is approved by the STA Board of Directors, STA attests to its commitment to have funds available to provide relocation assistance in accordance with STA's Relocation Program identified herein prior to proceeding with the relocation of an occupant.
- All relocation benefits will be offered and administered by the STA.
- This Relocation Plan meets the requirements of the California Code of Regulations, Title 25, Chapter 6.

Basis of Findings

In order to determine the proposed Project impact and the feasibility of relocating Occupants into the surrounding community, an attempt was made to interview each of the residential and business occupants. There are potentially three residential occupants, six business occupants, and 77 personal property only (or storage) occupants. Personal interviews were conducted with two of the three residential occupants and five of the six business occupants. The STA's Relocation Advisors will continue their efforts to interview the remaining Occupants that may be affected by the proposed Project. The intent of the interview is to provide general information regarding the Project, the STA's Relocation Assistance Program, and to determine the number of affected residential, business and personal property only occupants, and their relocation needs. At the time of the interviews, each occupant was presented with a Relocation Assistance Handbook that describes the assistance available, if the Project proceeds.

A field review of the proposed Project area indicated that there are approximately 93 total occupants impacted by the Project. One business occupant and two residential occupants may need to relocate to a replacement location. The remaining Occupants may need to relocate personal property only.

The 93 affected occupants include potentially six commercial/light industrial service providers, manufacturers, and commercial retail occupants, seven investment property owners, also referred to as "absentee landlords", potentially two residential tenant-occupants and one residential owner-occupant. A field review determined there are 77 occupants who have personal property only on their respective properties; 75 of them rent individual storage units or spaces to store personal property including recreational vehicles, trailers, automobiles, and boats.

The following table summarizes the residential and business occupants:

Impacted Occupant Description

	Residential	Business	Other
Owner-Occupants	1	3	
Tenant Occupants	2	3	
Personal Property Only Occupants			77
Investment Property Owners		7	

The Occupants may be eligible for relocation assistance. The owners of investment properties also may be eligible to receive assistance.

The STA anticipates that any eligible occupants will be provided with relocation assistance so that they could relocate in 2014. The following table describes the current occupants.

Current Occupants and Relocation Needs

Occupant Description	Current Site Description	Identified Need
Residential Tenant 1	Tenant-Occupant of on-site Manager's Unit for a Self-Storage Facility.	Occupant would need to relocate to a replacement dwelling off site or to a new manages unit on the property.
Residential Tenant 2	Owner-Occupant of a 1,388 square foot Single Family Residence.	Occupant would need to purchase a replacement dwelling.
Residential Tenant 3	Tenant-Occupant of a 1,680 square foot Single Family Residence.	If affected by the project, occupant would need to relocate to a replacement dwelling.
Business Tenant 1	Tenant-Occupant leases a 5,000 square foot building, with land, for heavy duty vehicle and equipment service and repair.	Similar size and type of building located near HWY's 680 and 80 and SR-12.
Business Tenant 2	Tenant-occupant offering landscaping supplies and materials. Business leases 2.6+/- acres; approximately 17,000 square feet of which are impacted by the project,	Relocate personal property on-site including possible site reconfiguration.
Business Tenant 3	Tenant-occupant utilizing the property for storage and parking of vehicles used for delivery, transport and hauling. Approximately 1.3 acres will be affected by the project.	Relocate personal property on-site including possible site reconfiguration.
Business Owner 4	Owner-Occupant of a storage facility consisting of 390 storage units, vehicle, boat, and RV parking spaces and one managers unit; located on 7+ acres; 2+/- acres are impacted by the project.	Relocate office to new building on-site. Displacement of storage units and possible site reconfiguration of parking spaces.
Business Owner 5	Owner-Occupant of box trucks and moving equipment rental business. Shares site office with Business Owner 4.	Relocate personal property on-site.
Business Owner 6	Owner-Occupant's property provides access to batch plant business.	Relocate personal property on-site including possible site reconfiguration.
Personal Property Only Tenant 1 - 50	Storage facility: 50 Storage Units and Covered Automobile Spaces	Assumed these tenants would require similar sites.*
Personal Property Only Tenant 51 - 75	Storage facility: 25 Recreational Vehicle, Boat, and Trailer Parking Spaces	Assumed these tenants would require similar sites.*

*No or limited information was provided by the occupant. Identified need was assumed based on current site characteristics.

Vacant Parcels

In February 2013, 31 parcels were vacant or the property occupants are not located in or affected by the proposed Project.

Concurrent Displacement

For purposes of the Final Plan, the concurrent displacement is only representative of the effect of projects taking place prior to and during the Jepson Parkway Project's period of displacement. Over the past several years, the STA has completed and/or is currently in the process of completing various projects such as the I-80/I-680/SR-12 Interchange Project, the Cordelia Truck Scale Relocation, the State Route 12 West – Jameson Canyon Project, and the Fairfield/Vacaville Train Station Project. It has been determined that the STA's current and previous projects will not have an

effect on this proposed Project and the Occupants should not experience a shortage of replacement sites during the displacement period.

Relocation Cost Estimate

The following estimates are for budgeting purposes only. These figures should not be interpreted as firm, "not to exceed", or actual entitlement costs. These figures are based on the data obtained through occupant interviews, current project scope, replacement site availability, market rent research, and the judgment and experience of the writer. They do not include the cost to acquire the proposed Project area parcels nor do they include payments to consultants or to contractors.

Relocation Cost Estimate	
Most Probable Cost	***High Estimate***
$525,000	$965,500

II. RELOCATION IMPACT

The proposed Project would affect 41 parcels, 10 of which are occupied, between north-east Fairfield and east south-east Vacaville, in California. The Project area is composed of vacant and ranch land, slightly improved land used for the storage and/or parking of personal property, commercial retail, service and manufacturing businesses, and residential dwellings.

Several sources of information were utilized to collect the following information on the proposed Project area and affected Occupants. The primary resource consisted of seven personal interviews and one phone interview with the affected businesses and residential occupants. The personal property only occupants will be contacted via First Class and Certified Mail. Additional information was gathered through interviews with property owners, STA staff, and real estate appraisers. Site inspections were performed on 100% of the occupied parcels.

All interviews were conducted on a voluntary basis. Information related to business characteristics, household size, storage unit/parking space sizes and rent rates, and potential on-site personal property reconfiguration was requested and utilized in the analysis of the proposed Project impact and cost. Due to the nature of the Final Plan, attempts were made to verify the accuracy of the information disclosed; however, not all information disclosed was able to be verified. Such information will be verified as the proposed Project progresses.

III. IMPACT TO RESIDENTIAL OCCUPANTS

Three residential dwellings may be affected by the proposed Project. All three residences were occupied at the time the Final Plan was prepared.

Following is a summary of the residential households within the project area:

Impacted Residential Units		
Description of Residential Unit	**Type of Occupancy**	**Number of Occupants**
One-Bedroom Duplex in a Mixed-Use Dwelling	Tenant-Occupied	1
Two-Bedroom Single Family Residence	Owner-Occupied	2
Three-Bedroom Single Family Residence	Tenant-Occupied	5

There are an estimated eight people living in three separate households within the proposed Project area. Five of the occupants are adults and the remaining three are minors. The interviewed households reported they intend to relocate within the immediate area.

Overcrowded Conditions

None of the affected households are currently living in overcrowded conditions based upon STA's housing occupancy standards for relocation programs. Those standards provide additional assistance to households so that no more than two people occupy one bedroom at the replacement site. If the proposed Project moves forward and it is determined that there is an affected household living in overcrowded conditions, the household will be provided the necessary additional assistance to secure replacement housing that better accommodates the size of the household.

Accessibility Needs

None of the households reported a family member with a disability that would require additional advisory or housing assistance. In general, the accessibility concerns would be mitigated with replacement dwellings situated on a single level and with easy access to public transportation. In the event that it is determined one of the households requires accessibility needs, the STA's Relocation Assistance Program can provide the funds needed to make the necessary accommodations. The STA's Relocation Advisor will work closely with the household to ensure they have additional advisory assistance that is needed to identify and secure housing that accommodates the needs of the household.

Language

It was reported that most occupants speak English as their primary language; however, if additional language assistance is necessary, the STA will make every reasonable attempt to communicate with those households in the household's native language, to provide all informational material in the native language, and to provide the necessary additional advisory assistance to secure replacement housing.

Current Rent and Affordability

Rental rates range from $1,200 to $1,750 a month.

The Medium Family Income in Vallejo-Fairfield is $78,800. Federal regulations state that if a tenant-occupied household qualifies as “low-income” by the U.S. Department of Housing and Urban Development’s Annual Survey of Income Limits for the Public Housing and Section 8 Program, then replacement housing costs should not exceed 30% of the household’s monthly gross income. If it is determined that a tenant-occupant household is in fact low income pursuant to federal regulations, the STA may need to apply the Last Resort Housing Program so that rent for a comparable replacement site will not exceed 30% of the household’s gross monthly income.

Transportation

None of the households reported that they rely heavily on public transit to access places of employment, shopping areas, or medical services. In the event that an affected household has limited mobility, a Relocation Advisor will work closely with the household to identify replacement housing with similar access to public transportation.

Employment

None of the occupants reported having a home based business; however, one household lives and works onsite. The STA will provide assistance to identify and secure a comparable replacement dwelling.

IV. IMPACT TO BUSINESS OCCUPANTS

Five of six businesses were personally interviewed for purposes of the Final Plan. Following is a summary of the businesses within the Project area.

Impacted Business		
Description of Business	**Type of Occupancy**	**Impact**
Business Tenant 1	Operates a Semi-tractor, trailer, large truck, RV and heavy duty equipment service and repair	The business may be eligible for relocating to relocate the entire business operation

Since only a portion of the properties occupied by the businesses is required for the proposed Project, it is assumed that the businesses will be able to continue their business operation on the remainder parcel.

The businesses have expressed concerns that they may not be able to continue to operate if the proposed Project moves forward due to a lack of space on the remainder parcel. A Relocation Advisor will work with each business to determine how best to reconfigure their business operation in order to allow them to continue their business with minimal impact. Each business would receive relocation assistance for Personal Property Only in accordance with federal and state guidelines.

If the proposed Project moves forward and it is determined that a business is unable to continue their operation due to the Project, the business may be able to receive Business Relocation Assistance.

Impacted Business – Personal Property Only		
Description of Business	**Type of Occupancy**	**Impact**
Business Tenant 2	Landscape material and supply.	The business may be eligible for relocation assistance to move personal property only.
Business Tenant 3	Trucking company.	The business may be eligible for relocation assistance to move personal property only.
Business Owner 4	Self-Storage Facility.	The business may be eligible for relocation assistance to move personal property only.
Business Owner 5	Truck rental.	The business may be eligible for relocation assistance to move personal property only.
Business Owner 6	Concrete Batch Plant.	The business may be eligible for relocation assistance to move personal property only.

V. ADDITIONAL IMPACT AND DISPLACEMENTS

Investment Property Owners

There are seven investment property owners that do not occupy the impacted parcels, also referred to as "absentee landlords". Two absentee landlords were interviewed. The absentee landlords may be eligible to receive assistance.

Personal Property Only – Storage

There are approximately 77 occupants that may be affected by the proposed Project. Seventy Five occupants occupy a storage facility and two occupants occupy private property. The impacted occupants at the storage facility include 75 occupants that rent open or covered spaces for boat, recreational vehicle, and trailer storage. The remaining 50 occupants rent enclosed self-storage units, shipping containers, garages/sheds, and covered automobile spaces.

VI. REPLACEMENT SITE RESOURCES

The Project would require that affected residential occupants, business occupants, and personal property only occupants relocate to replacement sites in 2014. Appendix B and C contain examples of general information notices and initial contact letters sent to affected property owners and tenants.

The STA plans to assist each eligible occupant to successfully relocate in the community. Much effort has been made to identify sites that would accommodate the displaced occupants.

The following survey of available residential, commercial and storage locations was conducted over a two-month period in January and February 2013 and a one-month period in October 2013 of the Fairfield, Vacaville, and Suisun City area. The survey utilized the internet, commercial brokers, the local Multiple Listing Service, and driving surveys. It should be understood that not all available sites were included in this analysis.

To date, no determination has been made as to the direct comparability of the residential properties listed below to the residential dwellings that may be affected by the proposed Project.

Residential Two-Bedroom Dwellings

Five two-bedroom residential dwellings were identified as available for lease and four two-bedroom single family residences were identified for sale. The information provided in the following tables is representation of the properties that might be available at the time that the two affected residential households are searching for comparable replacement housing. It is anticipated that several more similar properties will be available for lease and sale during the course of the Project and that the residential households will have the opportunity to consider available sites over a six to twelve month period.

Two-Bedroom Dwellings for Rent

	Address	Rent	SF	Bed/Bath	Parking	Distance from Subject	Description
Subject	**Vacaville**	**N/A**	**1,121**	**1/2**	**Car Port**	**N/A**	**Detached mixed use dwelling. One bedroom with bonus room, laundry, fenced yard**
1	1510 Alamo Dr. Vacaville	$1,200	1,024	2/1.5	Carport	4.5 miles	Townhouse. Two story, on site laundry, fitness center
2	108 Woodbury Cir. Vacaville	$1,200	950	2/1.5	Garage	4.5 miles	Duplex. Washer/dryer, water and garbage included, gardener included
3	299 Shasta Dr. Vacaville	$1,300	1,400	2/2.5	Garage	5.5 miles	Condominium. Two story, fireplace, patio, balcony, community pool, tennis courts
4	7420 Meridian Rd. Vacaville	$1,325	1,050	2/1	Carport	12 miles	Cottage. New paint, new windows, covered deck, all utilities included
5	301 Ogden Way Vacaville	$1,410	1,006	2/2	Garage	5.5	Duet. Fireplace, washer/dryer, all utilities paid

Two-Bedroom Single-Family Residences for Sale

	Address	List Price	SF	Lot Acres	Bed/ Bath	Garage	Distance from Subject	Age	Description
Subject	**Vacaville**	**N/A**	**1,400/ 1,500**	**0.82**	**2/2**	**Detached 2 Car**	**N/A**	**63 years**	**SFR/ Central air and heat**
1	171 Lassen Circle, Vacaville, CA	$195,000	1043	0.13	2/2	Attached 2 Car	2.55 miles	49 years	SFR/ Central heat/ Fireplace/ Laundry room/ Fenced backyard/ Roof: Composition/ Sewer and Water: Public MLS# 21321153 Status: Active
2	636 Yellowstone Drive, Vacaville, CA	$225,000	1,224	0.09	2/2	Attached 2 Car	1.84 miles	40 years	SFR/ Central heat/ Updated kitchen/ Updated bathrooms/ Oversized patio/Fenced yard/ Roof: Tile/ Sewer and Water: Public MLS# 21319954 Status: Active
3	154 Incline Court, Vacaville, CA	$235,000	1,307	0.12	2/2	Attached 2 Car	2.55 miles	32 years	SFR/ Central heat/ Atrium/ Den has a wet bar/ Laundry room/ Fenced yard with deck/ Roof : Composition/ Sewer and Water: Public MLS# 21300254 Status: Active
4	120 Bryce Way, Vacaville, CA	$235,00	1,484	0.08	2/2	Attached 2 Car	1.92 miles	32 years	SFR/ Central air and heat/ Fireplace/ Atrium/ Patio/ Laundry room/ Fenced yard/ Roof: Tile/ Sewer and Water: Public MLS# 21321508 Status: Active

Residential Three-Bedroom Single-Family Residences

Three three-bedroom single family residences were identified as available for rent. The information provided in the following table is representations of the properties that might be available at the time that the affected residential household is searching for comparable replacement housing. It is anticipated that several more similar properties will be available for lease and sale during the course of the Project and that the residential households will have the opportunity to consider available sites over a six to twelve month period.

Three-Bedroom Single-Family Residences for Rent

	Address	Rent	SF	Bed/Bath	Parking	Distance from Subject	Description
Subject	**Vacaville**	**N/A**	**1,680**	**3/2**	**Garage**	**N/A**	**SFR. Central air/ heat, two car detached garage**
1	589 Willis Ct., Vacaville, CA	$1,400	1,900	3/2	Garage	4.64 miles	SFR. Central air/heat, bonus room, new carpet, fenced yard, two car garage
2	2242 Fremont Ct., Fairfield, CA	$1,700	1,696	3/2	Garage	8.95 miles	SFR. Updated kitchen, double vanities, bonus loft spare room, fenced backyard with shed, two car garage
3	537 Countryside Dr., Vacaville, CA	$1,750	1,692	3/2	Garage	3.38 miles	SFR. Family room, fireplace, laundry room, fenced backyard with patio, two car garage, pets ok

Commercial Replacement Sites

Three commercial properties were identified as available for lease. The information provided in the following table is a representation of the properties that might be available at the time the business will be seeking a replacement site. It is anticipated that additional properties will become available for lease during the course of the Project and that the business will have the opportunity to consider those additional available sites over a six to twelve month period.

Available Commercial Properties for Lease

Address	Square Feet	Type	Rent per sq. ft.	Description/Comments
108 Railroad Avenue Suisun City, CA 94585	1,300 sq. ft.	Industrial Warehouse	$2,300 per month	24' Clearance. Warehouse includes office. 6 roll up doors. Ample parking. Good freeway access
45 Commerce Court Vacaville, CA 95687	3,125 sq. ft.	Industrial Warehouse	$0.65 per sq. ft. Industrial Gross	22' Clearance. 600 sq. ft. office. 2 grade level doors. Ample parking.
801 Davis Street Vacaville, CA 95687	2,800 sq. ft.	Industrial Warehouse	$0.80 per sq. ft.	Warehouse has office. Paved yard. Utilities connected

Zoning Districts

City of Fairfield:
IL - *Limited Industrial*; IG - *General Industrial*; IBP - *Business and Industrial Park*

City of Vacaville:
CS - *Commercial Service*; IS - *Industrial Service*; BP - *Business Park*; IP - *Industrial Park*

Storage Space Replacement Sites

A survey of the impacted storage facility shows there is a sufficient number of available RV, boat, trailer, automobile spaces, and storage units available on the remainder parcel to accommodate the 75 occupants.

The table below demonstrates the availability of storage facilities in the surrounding areas of the proposed Project and are representative of the storage facilities that might be available at the time that the Personal Property Only Occupants are searching for replacement sites. It is anticipated that similar sites will be available for lease during the course of the Project and that the occupants will have the opportunity to consider available sites over a six to twelve month period.

Demonstration of Storage Facilities, RV, Boat and Trailer Storage

	Facility/ Address/ Contact Info	5x5	5x10	10x10	10x15	10x20	10x25	10x30	Outside Parking/ Boat Storage	On Site Manger 24 Hrs.	Description
1	Storage Mart 2277 Walters Rd. Fairfield (866) 758-3143	$44.99	$55.99	$105.99	$151.99	$194.99	$202.99	$232.99	$125.00 (18FT)	No	Open 7 days a week/ Boat and RV storage available/ Video surveillance 24/7/ Access control gates accessible with PIN/ Manager on site during business hours/ **Office hours: Sun 10a-4p, Mon-Fri 9:30a-6p, Sun 10a-4p/ Access hours: 24 hours a day; 7 days a week**
2	U-Haul Moving/Storage 1240 E. Monte Vista Ave. Vacaville (707) 446-0757	$49.95 - $54.95	$74.95 - $84.95	$139.95 - $144.95	N/A	N/A	N/A	N/A	N/A	No	Open 7 days a week/ Indoor storage units/ Climate controlled units are $10.00 more/ 24 hour video surveillance/ Electronically controlled access/ **Office hours: Sun 9a-5p, Mon-Thurs 7a-7p, Fri 7a-8p, Sat 7a-7p/ Access hours: 24 hours a day; 7 days a week**
3	Central Self Storage 837 E. Travis Blvd. Fairfield	N/A	$52.00	$76.00	$109.00	$61.00 (Outside parking only)	$120.00 (12x15)	$304.00 (15x40)	$76.00 (10x40)	No	Open 7 days a week/ Boat and RV storage available/ Free truck rentals/ Security cameras 24 /7/ Electronic gates/ Fenced and lighted facility/ Some climate controlled units available/**Office hours: Sun 10a-2p, Mon-Fri 10a-6p, Sat 8a-4p/ Access hours: 7a-7p; 7 days a week**
4	Stor It Self Storage 109 Aegean Way Vacaville (707) 514-3535	$45.00	$69.00	$99.00-$109.00	$139.00	$179.00	$219.00	N/A	$69.00	Yes	Open 7 days a week/ Boat and RV storage available/ 24 hour security system/ Ground level units/ **Office hours: Sun 9a-4p, Mon-Fri 9:30a-6p, Sat 9a-4p/ Access hours: 7a-7p; 7 days a week**

	Facility/ Address/ Contact Info	5x5	5x10	10x10	10x15	10x20	10x25	10x30	Outside Parking/ Boat Storage	On Site Manger 24 Hrs.	Description
5	Small Town Self Storage 226 Bella Vista Rd. Vacaville (877) 687-9771	$36.50 - $51.50	$70.50 - $85.50	$87.00-$107.50	$159.50	$80.50-$191.50	$202.50	N/A	$114.50 (10x40) RV Parking only	Yes	Open 7 days a week/ Security cameras 24/7/ Vehicle and RV storage available/ Ground level units/ **Office hours: Sun 11a-3p, Mon- Fri 9:30a-6pm, Sat 8a-4p/ Access hours: 6a-10p; 7 days a week**

VII. RELOCATION ASSISTANCE PROGRAM

This portion of the Final Plan summarizes the STA's Relocation Assistance Program as it pertains to the occupants of the proposed Jepson Parkway Project. This summary has been provided for general information purposes only and should not be interpreted as law. Should this summary contain any information inconsistent with the laws governing relocation assistance, the laws will take precedence. STA's Relocation Assistance Program will be in compliance with Federal law 42 U.S.C. 4601 et *seq*. and implementing regulations found in 49 CFR Part 24 (the Uniform Relocation Act), and applicable state laws and regulations found in California Government Code Section 7260 *et seq*. and the California Code of Regulations, Title 25, Chapter 6, Subchapter 1.

STA's Relocation Program establishes a uniform policy for the fair and equitable treatment of persons displaced as a direct result of programs and projects undertaken with Federal financial assistance. The primary purpose of the Relocation Assistance Program is to ensure that persons shall not suffer disproportionate injuries as a result of programs and projects designed for the benefit of the public as a whole and to minimize the hardship of displacement.

STA's Business Relocation Assistance, Personal Property Only, 180-Day Residential Owner Occupant, and Residential Tenant-Occupant Relocation Assistance brochures are contained in Appendixes D.1 through D.4 respectively.

Important Terms

Alien Not Lawfully Present. Under federal law, an alien not lawfully present in the United States is not eligible for relocation assistance. As defined by federal law, an alien not lawfully present in the United States includes (1) an alien present in the United States who has not been admitted or paroled in the United States pursuant to the Immigration and Nationality Act and whose stay in the United States has not been authorized by the U.S. Attorney General; or (2) an alien who is present in the United States after the expiration of the period of stay authorized by the U.S. Attorney General and who otherwise violates the terms and conditions of admission, parole or authorization to stay in the United States. (8 CFR Section 103.12).

Business. Any lawful activity, with the exception of a farm operation, conducted primarily for the purchase, sale, lease, and rental of personal or real property; or for the manufacture, processing, or marketing of products, commodities, or any other personal property; or for the sale of services to the public; or an outdoor advertising display or displays, when the display or displays must be moved as a result of acquisition of property for the project.

Comparable Replacement Dwelling. A dwelling that is of similar size and type to the acquired dwelling. A replacement dwelling must be:

- Decent, safe, and sanitary as described below.
- Functionally equivalent to the displacement dwelling. The term "functionally equivalent" means that it performs the same function, provides the same utility, and is capable of contributing to a comparable style of living.

- In an area not subject to unreasonable adverse environmental conditions from either natural or manmade sources.
- Available to all persons regardless of race, color, religion, sex, marital status, or national origin.
- Within the financial means of the displaced person (housing costs do not exceed 30% of the household's average monthly income, if the household is low-income based on the U.S. Department of Housing and Urban Development income limits), either by the displaced person's own means or through assistance from the Relocation Program.

Conditional Entitlement Letter. A written notice provided by STA to eligible residential owner and tenant-occupants of real property, stating their entitlement to receive a Replacement Housing Payment upon completion of a Housing Valuation Study.

Decent, Safe, & Sanitary. In order to meet decent, safe, and sanitary requirements, a replacement site must meet the following criteria:

- Be structurally sound, clean, weather tight, in good repair, and adequately maintained.
- Contain a safe electrical wiring system adequate for lighting and other devices.
- Contain a safe heating system capable of sustaining a healthful temperature.
- Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced persons.
- Have a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system.
- Contain unobstructed egress to safe, open space at ground level. If the dwelling unit is on the second story or above, with access directly from or through a common corridor, the common corridor must have at least two means of egress.
- Be free of any barriers, which prevent reasonable ingress, egress, or use of the dwelling by such displaced person.

Displaced Person. Any lawful person (individual, family, partnership, association or corporation) who moves from real property, or moves personal property from real property, as a direct result of STA's written notice of intent to acquire, the initiation of negotiations for, or the acquisition of real property, in whole or in part, for the project.

Housing Valuation Study. A study prepared by STA that describes the maximum replacement housing payment available to eligible residential owner- and tenant-occupants based on comparable replacement dwellings.

Nonprofit Organization. A public or private entity that has established its nonprofit status under applicable federal or state law.

Notice of Eligibility. A written notice provided by STA to owner- and tenant-occupants of real property at the time STA makes an offer to the property owner to purchase the property, which describes the types of assistance available to the occupants.

Notice to Vacate. A statutorily required written notice provided by STA to occupants of real property that STA plans to acquire or has acquired, informing the occupants that they must move from the property within 90 days.

Personal Property. Property that can be moved from real property without damaging the real property or the property moved, including furniture, fixtures and equipment and other movable objects.

Relocation Advisor. A Relocation Advisor is a person who is experienced in providing assistance to occupants in accordance with the Uniform Relocation Act. Relocation Advisors will be available to work with each occupant to understand the Relocation Assistance Program, provide Relocation Assistance Program information in writing, provide information on available replacement sites, and provide analyses of compensable monetary assistance under the Relocation Assistant Program.

Small Business. A business having not more than 500 employees working at a site, which is the location of economic, activity and which will be acquired or is displaced by the project. A site occupied solely by outdoor advertising signs, displays, or devices is not a "small business" for purposes of the reestablishment expense benefit of the Uniform Relocation Act and its implementing regulations.

Unlawful Occupant. A person who occupies without property right, title or payment of rent, or a person legally evicted, with no legal rights to occupy a property under state law. An occupant is considered to be in unlawful occupancy if the occupant has been ordered to move by a court of competent jurisdiction or if the occupant's tenancy has been lawfully terminated by the owner for cause, the tenant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.

Eligible Occupant

To be eligible for relocation assistance, a displaced person must be lawfully occupying the property to be acquired by STA at the time STA makes a written offer to the property owner to purchase the property. All occupants of properties that STA offers to purchase will be notified of STA's offer by way of a Notice of Eligibility, which STA will send to tenants or occupants shortly after it initiates negotiations with a property owner. While STA is statutorily required to provide only a 90 day written notice of the day the occupant is required to relocate, STA intends to begin working with each occupant as soon as an offer is presented to the property owner. This will allow each occupant to work with a Relocation Advisor while STA is negotiating for the purchase of the property. This should provide each occupant an extended period of time to work with a Relocation Advisor to identify and secure a replacement site. STA's goal is to work with each occupant to plan appropriately for the move and to understand the assistance that is available under STA's Relocation Assistance Program.

Residential tenant occupants must rent and occupy a site for 90 consecutive days prior to STA's first written offer to be eligible for Replacement Housing Payments. Residential owner occupants must own and occupy a dwelling for 180 consecutive days prior to the STA's first written offer in order to be eligible to receive Replacement Housing Payments as described in the Relocation Assistance Program. Businesses and personal property only occupants who occupy the property on the date of

STA's first written offer to the property owner will be eligible to receive assistance in accordance with STA's Relocation Assistance Program.

Residential occupants eligible to receive Replacement Housing Payments will not be required to move prior to receiving a Conditional Entitlement Letter.

STA will make every effort to assist each displaced person in finding reasonably comparable replacement sites. However, for businesses or nonprofit organizations, federal and state laws do not require STA to guarantee that the business owner will find a replacement site that it finds to be acceptable. Displaced persons ultimately choose their preferred replacement site and their participation in the process is critical to the success of the relocation.

Although an eligible displaced person is not required to move until 90 days after receiving a Notice to Vacate, a displaced person is eligible to receive relocation assistance upon receiving a Notice of Eligibility from STA. If displaced persons choose to relocate at any time after receiving a Notice of Eligibility, they will be eligible to receive relocation assistance in accordance with STA's Relocation Assistance Program. If displaced persons move before receiving a written Notice of Eligibility, they will not be eligible for, or provided with relocation assistance.

Although STA may provide notice to displaced persons that they are eligible to receive relocation assistance from STA, while occupying their current location, the displaced persons will continue to have the same rights and responsibilities they otherwise would have under any lease or other agreement related to the property; STA's Notice of Eligibility does not waive those rights and obligations.

Governing Regulations

The STA will administer the Relocation Assistance Program in compliance with Federal law 42 U.S.C. 4601 *et seq*. and implementing regulations found in 49 CFR Part 24 (the Uniform Relocation Act), and applicable state laws and regulations found in California Government Code Section 7260 *et seq*. and the California Code of Regulations, Title 25, Chapter 6, Subchapter 1. The following is an explanation and the application of these guidelines.

Summary of Residential Occupants Benefits

The STA will administer the following Relocation Assistance Program in order to provide the project occupants with the benefits to which they are entitled under the federal and state guidelines.

Relocation Advisory Assistance:

A Relocation Adviser will be assigned to the eligible project occupant. The Relocation Advisor shall provide ongoing advisory assistance to the occupant by assisting in locating and securing a comparable replacement dwelling. In addition, the Relocation Advisor shall ensure the eligible occupant receives the following:

- The eligible occupant will receive written documentation informing him of this rights and the availability of relocation assistance and benefits within 60 days of the date that a written offer to purchase the property is made by the STA to the property owner.
- The eligible occupant shall be interviewed by a Relocation Advisor in order to ascertain replacement needs. The Relocation Advisor shall request documentation concerning length of occupancy, occupant income, public assistance, and other pertinent information.
- A Relocation Adviser will study the availability of replacement housing in the area and prepare a Housing Valuation Study. Consideration will be given to the condition of the dwellings and whether or not they compare favorably to the acquired site. A determination will then be made as to the reasonable cost for each type of comparable replacement dwelling needed for the project. The eligible residential occupant will then receive a Conditional Entitlement Letter that will explain the specific relocation benefits to which he is entitled.
- The development of the project shall be so scheduled that no person lawfully occupying the acquired site shall be required to move from without a written 90 days' notice from the STA of the date by which such a move is required. The 90-Day Notice to Vacate will also include a list of referrals to available replacement sites in the area.
- The Relocation Advisor shall also inform the occupant of the eviction policies that will be pursued in order to carry out the project in the event the occupant fails to relocate in accordance with the federal and state Relocation Guidelines.
- The eligible occupant shall receive current and continuing information on the availability of comparable replacement sites in the area.
- The eligible occupant shall be assigned a Relocation Advisor who shall act as a liaison with prospective landlords, realtors, commercial brokers and the STA. The Relocation Advisor shall provide documentation to prospective landlords concerning residential rent differential payments and security deposits. In addition, the Relocation Advisor shall help the occupant complete relocation claims that will be submitted to the STA. The Relocation Advisor shall also deliver relocation payments to the occupant or to their assignee.
- Should the occupant have a grievance against the STA in regards to relocation policies and procedures, the Relocation Advisor will provide the occupant with information concerning the STA's appeal procedures.

- The Relocation Advisor shall inspect each replacement site to ensure that the unit meets decent, safe and sanitary standards.
- The Relocation Advisor shall provide any services required to insure that the relocation process does not result in different or separate treatment of occupants on account of race, color, religion, national origin, sex, marital status or other arbitrary circumstances.
- The Relocation Advisor shall provide referrals to other local assistance programs to the eligible occupant in order to minimize any hardships. When needed, referrals to housing, finance, employment, training, health and welfare, and other assistance programs will be provided.

Actual Moving Expenses for Residential Occupants

An eligible displaced person may be reimbursed for the actual, reasonable, and necessary cost of the household's move to a replacement home. Actual, reasonable, and necessary moving expenses may include the following:

- Transportation of the displaced household up to 50 miles.
- Packing, moving and unpacking household goods.
- Disconnecting and reconnecting household appliances and other personal property (e.g., telephone and cable TV).
- Storage of household goods, as may be necessary.
- Insurance for the replacement value of your property during the move and necessary storage.
- The replacement value of property lost, stolen, or damaged in the move (but not through neglect) if insurance is not reasonably available.

Eligible displaced persons may choose from among the following reimbursement options:

Payment for Actual Reasonable Moving and Related Expenses. Payment is made to reimburse actual moving expenses based on the *lower* of at least two acceptable moving bids from qualified professional moving carriers. Compensable costs include all reasonable costs to pack, move, and unpack all personal property. A direct payment can be made to the professional moving carrier under this option and will allow reimbursement to the displaced person for any one-time utility reconnection fees, such as phone, gas, electricity, and cable.

A Fixed Moving Payment. Displaced persons may choose to move their own personal property to the replacement site and to submit a claim based on the moving expense and dislocation allowance schedule published by the Code of Federal Regulations shown below.

Occupant Owns Furniture									Occupant does not own furniture	
Number of Rooms of Furniture										
1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms	Additional room	1 room/ no furn.	Additional room no furn.
$685	$880	$1,100	$1,295	$1,570	$1,815	$2,090	$2,365	$250	$450	$85

A combination of both. A displaced person can be reimbursed using a combination of the two reimbursement options, depending upon specific circumstances.

Replacement Housing Payments for Tenant-Occupants

A Replacement Housing Payment may be provided to eligible tenant-occupants to help them rent or buy a comparable replacement dwelling. To qualify for the Replacement Housing Payment, the tenant-occupants must demonstrate that (1) they have lived in the property as legal residents for at least 90 consecutive days prior to STA's initial written offer to purchase the property; and (2) the property was their primary residence for that 90-day period (Eligible Tenant-Occupants). Federal law limits the maximum Replacement Housing Payment to Eligible Tenant-Occupants to a 42-month period, and caps the payment at $5,250 per property.

The Replacement Housing Payment to Eligible Tenant-Occupants is computed in the following manner:

The Replacement Housing Payment for one month is determined by subtracting the base monthly rent for the present home from the cost of rent and utilities for the actual or comparable replacement dwelling, whichever is less. STA will determine the cost of replacement housing based on a Housing Valuation Study. If the actual or comparable replacement housing cost is greater than the base monthly rent, that difference is multiplied by 42 months to determine the total maximum Replacement Housing Payment amount. If the actual or comparable replacement housing cost is less than the existing housing cost, no Replacement Housing Payment is available.

Generally, the "base monthly rent" for the present home is the *lesser* of (a) the monthly rent and average monthly cost for utilities during the three months immediately prior to vacation; or (b) 30% of the average monthly gross household income, <u>if</u> the household is low-income based on U.S. Department of Housing and Urban Development income limits. STA will inform Eligible Tenant-Occupants in writing of the location and cost of comparable replacement housing, provide them with a Conditional Entitlement Letter (CEL), and explain the basis of its determination so that Eligible Tenant-Occupants will know in advance how much assistance they may receive. That information should help Eligible Tenant-Occupants decide how much they wish to pay for replacement housing.

Eligible Tenant-Occupants are free to rent any decent, safe and sanitary housing unit of their choice. The Replacement Housing Payment may be paid directly to the tenant or an authorized designee. STA may provide the assistance in a lump sum, monthly installments, or other periodic payments.

Federal law provides that the maximum Replacement Housing Payment that Eligible Tenant-Occupants can receive is $5,250 per property acquired by STA (not per tenant). If the total rent differential (without the moving payments) is in excess of $5,250, the Last Resort Housing Program will be used as described below.

To claim the Replacement Housing Payment, Eligible Tenant-Occupants must rent and occupy a decent, safe, and sanitary replacement dwelling within 12 months after moving from the property acquired by STA. However, STA may extend this period for good cause.

Purchasing a Replacement Dwelling. If Eligible Tenant-Occupants choose to buy (rather than rent) a replacement dwelling, the Replacement Housing Payment based on the rent differential could be applied toward a down payment and incidental expenses to purchase a decent, safe, and sanitary replacement dwelling within 1 year of the date the household moves from the property acquired by STA. The Replacement Housing Payment shall not exceed the maximum rent differential (as previously described) or the amount of a reasonable down payment for a comparable replacement dwelling plus expenses incidental to the purchase, whichever is less.

Replacement Housing Payments for Owner-Occupants

Replacement Housing Payments, including a Price Differential Payment, Incidental Expense Payment and Interest Differential Payment, may be provided to eligible owner-occupants of residential dwellings to help them purchase a comparable replacement dwelling and to help cover increased costs related the purchase of the replacement dwelling. To qualify for Replacement Housing Payments, the owner-occupants must demonstrate that (1) they have legally owned the property for at least 180 consecutive days prior to STA's initial written offer to purchase the property; and (2) the property was their primary residence for that 180-day period (Eligible Owner-Occupants). Federal law limits the maximum Price Differential Payment to Eligible Owner-Occupants to a maximum amount of $22,500 per property.

A Price Differential Payment may be provided to eligible owner-occupants of residential dwellings to assist the household with the additional cost to purchase a comparable, decent, safe and sanitary replacement home in the area. STA will prepare a Housing Valuation Study (HVS) to determine the market purchase price of a comparable, decent, safe and sanitary home which is functionally equivalent to the STA-acquired dwelling. If the purchase price for the acquired property is less than the purchase price for a replacement site as determined by the HVS, the difference will be the maximum Price Differential Payment available to the household. The actual amount of the Price Differential Payment is computed based on the amount actually paid for a replacement site, but will not exceed the maximum determined by the Housing Valuation Study. STA will deposit the Price Differential Payment directly into the escrow to purchase the replacement home.

Each owner-occupant household will receive a Conditional Entitlement Letter (CEL) that describes all relocation benefits and the maximum Price Differential Payment to which the household is entitled. The CEL will also explain Incidental Expense Payments, Interest Differential Payments, and the "spend to get" requirement. The "spend to get" requirement means that benefit payments will be made by STA only when the displacee demonstrates that entitlement amounts have been spent or will be spent. A Price Differential Payment must be used for reasonable and necessary expenses related to replacement housing.

If an owner occupant so chooses, they may convert their Price Differential Payment to Rent Differential Payments. If a household chooses this option, they should discuss this matter thoroughly with their Relocation Advisor prior to renting a replacement home.

An Incidental Expense Payment covers some non-recurring closing costs incurred in the purchase of a comparable decent, safe and sanitary replacement dwelling. These costs include such items as title insurance, points, recording fees, escrow fees and notary fees. These costs are based on a purchase price not to exceed the most comparable replacement cost as determined by the Housing Valuation Study, and will be deposited directly into the escrow account.

An Interest Differential Payment is a payment that provides assistance with increased mortgage costs related to the purchase of a comparable replacement dwelling. The benefit amount is derived by means of a mathematical formula. It is the amount of money needed to reduce the interest rate on the new mortgage for the replacement site to a point where it equals the interest rate on the remaining principal of the mortgage on the displacement site over its remaining term.

Eligible Owner-Occupants are free to purchase any decent, safe and sanitary dwelling of their choice. The Price Differential Payment and other incidental payments, excluding moving assistance payments, will be deposited directly into an escrow account.

Federal law provides that the maximum Price Differential Payment that Eligible Owner-Occupants can receive is $22,500 per property acquired by STA (not per occupant). If the total Price Differential (without moving or incidental expense payments) is in excess of $22,500, the Last Resort Housing Program will be used as described below.

To claim the Replacement Housing Payment, Eligible Owner-Occupants must purchase <u>and occupy</u> a decent, safe, and sanitary replacement dwelling within 12 months after moving from the property acquired by STA. However, STA may extend this period for good cause.

Last Resort Housing

Whenever a program or project cannot proceed in a timely manner because comparable replacement dwellings are not available within the maximum Replacement Housing Payment of $22,500 for Eligible Owner-Occupants or $5,250 for Eligible Tenant-Occupants, STA is required to provide additional or alternative assistance under the provisions of 49 CFR 24.404 (Last Resort Housing). Last Resort Housing is a program that allows for the implementation of certain regulations to ensure that comparable replacement housing is within the financial means of the displaced person. If project occupants fall into this category, it will be necessary for the STA to provide Last Resort Housing for the occupants. Several methods to provide Last Resort Housing to qualified households are available to the STA:

- Provide supplemental funds in excess of the $22,500 and $5,250 limits to allow eligible occupants to purchase or rent a comparable replacement dwelling. The actual amount of assistance is determined through a Housing Valuation Study. As with all other replacement housing payments, occupants must meet “spend to get” requirements in order to claim Last Resort Housing Payments.
- Rehabilitate or create additions to make a replacement dwelling meet DS&S standards.
- Construct new replacement housing, rehabilitate existing housing, or provide funds for private parties to rehabilitate existing units for occupancy by displaced households. For tenants,

rents would be restricted to an amount per month not to exceed 30% of household's gross monthly income, if the household is low-income based on HUD income limits, for a period of 42 months.

- Provide a direct loan, which requires regular amortization or deferred repayment. The loan may be unsecured or secured by the real property. The loan may bear interest or be interest-free.
- Relocate and rehabilitate a dwelling.
- Purchase land and/or a replacement dwelling and subsequently sell or lease the land to or exchange the land with the displaced person.
- Remove barriers for persons with disabilities.

Recommended Action

The most flexible of the Last Resort options is for the STA to pay Replacement Housing Payments in excess of $5,250 for residential Tenant-Occupants and $22,500 for residential Owner-Occupants. Since there are adequate comparable replacement dwellings available, building replacement housing units and managing the property is not the STA's policy at this time.

A study of the local housing market indicates that there will be an adequate supply of comparable replacement dwellings available during the expected displacement period. Some of these units, however, would not be affordable to the household if the standard relocation payments were made. The recommended course of action is for the STA to provide supplemental replacement housing funds to bring the units within the financial means of the occupants.

All households who are eligible to receive assistance under the Last Resort Housing Program will be notified in writing.

Summary of Relocation Benefits for Business and Nonprofit Organization

This portion of the Final Plan summarizes the STA's Relocation Assistance Program for business occupants or nonprofit organizations. This summary of benefits has been provided for general information purposes only and it is not meant to be interpreted as law.

The STA will administer the following Relocation Assistance Program in order to provide the business occupants with the benefits to which they are entitled under federal and state relocation laws and guidelines. Full Relocation Assistance benefits shall be available to business occupants who legally operate a business on within the project area and who are required to relocate as a result of the Project.

Relocation Advisory Assistance

A Relocation Advisor will be assigned to each eligible project occupant. The Relocation Advisor shall provide ongoing advisory assistance to the occupant by assisting the occupant in identifying suitable replacement sites. In addition, the Relocation Advisor shall ensure that each eligible business receives the following:

- Each eligible occupant will receive written documentation informing them of their rights and the availability of relocation assistance and benefits.
- Each eligible occupant shall be interviewed by their Relocation Advisor in order to ascertain replacement needs. The Relocation Advisor shall request documentation concerning business ownership, current site use and existing lease agreements.
- The development of the Projects shall be so scheduled that no person or entity lawfully occupying the acquired site shall be required to move from their site without a written 90 days' notice from the STA of the date by which such a move is required.
- Each eligible occupant shall receive current and continuing information on the availability of suitable replacement sites in the area.
- Each eligible occupant shall be assigned a Relocation Advisor who shall act as a liaison with prospective lessors, commercial brokers and the STA. In addition, the Relocation Advisor shall help each occupant complete relocation claims that will be submitted to the STA. The Relocation Advisor shall also deliver payments to the occupants or to their assignee.
- Should an occupant have a grievance against the STA in regards to relocation policies and procedures, the Relocation Advisor will provide the occupant with information concerning the STA's appeal procedures.
- The Relocation Advisor shall provide any services required to insure that the relocation process does not result in different or separate treatment of occupants on account of race, color, religion, national origin, sex, marital status or other arbitrary circumstances.

Relocation Expenses for Business and Nonprofit Organization Displaced Persons

An eligible business or nonprofit organization may request reimbursement of actual, reasonable, and necessary moving costs and related expenses. Under certain circumstances, an eligible business or

nonprofit organization may request a fixed payment in lieu of actual moving and related expenses. In addition, certain small businesses and nonprofit organizations may be eligible for reimbursement of actual, reasonable and necessary reestablishment expenses. Related expenses, such as personal property losses and expenses in finding a replacement site may also be reimbursable.

A business owner must provide a Relocation Advisor with an inventory of the personal property to be moved and advance notice of the approximate date of the move. The Relocation Advisor will need to inspect the personal property at the displacement and replacement sites, and monitor the move in order to assess the business's eligibility for reimbursement of certain moving expenses.

Actual Moving Expenses

An eligible business may be reimbursed for the actual, reasonable, and necessary cost of the business's or organization's move when the move is performed by a professional or commercial mover or when the business owner elects to self-move. Any moving expenses for which a business is seeking reimbursement must be supported by paid receipts or other evidence of expenses incurred. Actual, reasonable and necessary moving expenses may include the following:

- Transportation of personal property up to 50 miles from the site from which the business or nonprofit organization was displaced, except where relocation beyond 50 miles is justified.
- Packing, crating, unpacking, and uncrating personal property.
- Storage of personal property for a period up to 12 months, as determined by STA to be necessary in connection with relocation.
- Insurance for the replacement value of personal property lost, stolen, or damaged while in storage or transit.
- Replacement value of property lost, stolen, or damaged (but not through neglect) in the process of moving, where insurance covering such loss, theft, or damage is not reasonably available.
- Disconnecting, dismantling, removing, reassembling, and reinstalling personal property, such as machinery, equipment, substitute personal property, and other personal property (including goods and inventory kept for sale) and connection to utilities available within the building.
- Modifications to personal property, including those mandated by federal, state or local law, code or ordinance, necessary to adapt the personal property to the replacement structure, replacement site, or the utilities at the replacement site, and modification necessary to adapt the utilities at the replacement site to the personal property.
- Any required license, permit, fee, or certification, as necessary, for the reestablishment of the business or organization at a new location. However, payment may be based on the remaining useful life of the existing license, permit, or certification.
- Professional services (including, but not limited to, architects', attorneys', or engineers' fees, or consultants' charges) necessary for planning the move of personal property, moving the personal property, or installing relocated personal property at the replacement site.

- Connection to available nearby utilities from the right-of-way to improvements at the replacement site.
- Professional services performed prior to the purchase or lease of a replacement site to determine its suitability, including, but not limited to, feasibility surveys, soil testing, and marketing studies.
- Relettering signs and replacing stationery on hand at the time of displacement that is made obsolete as a result of the move.
- Impact fees or one-time assessments for anticipated heavy utility usage, as determined necessary by the STA.

STA will reimburse businesses for moving expenses related to the cost to move personal property from the acquired site to the replacement site. All costs must be actual, reasonable, and necessary to allow the business to reestablish itself at the replacement location.

This is not an inclusive list of moving-related expenses. A Relocation Advisor will provide each business owner with a complete explanation of potentially reimbursable expenses. This list also is not a guarantee of reimbursable moving expenses. Each business owner should work closely with the assigned Relocation Advisor in advance of incurring any costs related to relocation to determine which expenses are likely to be eligible for reimbursement under the Relocation Assistance Program. It is important that each occupant to work closely with their Relocation Advisor so that their advisor so that costs are documented and presented to STA for review and pre-approval whenever possible. STA will exercise its discretion to decide which expenses relating to the businesses' move are eligible for reimbursement.

Commercial/Professional Move. A business owner may elect to hire professional or commercial movers to move personal property. STA may reimburse the business owner for the cost, based on the lower of two bids or estimates.

Self-Move. If a business owner agrees to take full responsibility for all or part of the move of the operation, rather than hiring a professional or commercial mover, STA may approve a payment not to exceed the lower of two acceptable bids or estimates obtained from qualified moving firms, or moving consultants. A low cost or uncomplicated move may be based on a single bid or estimate, at STA's discretion.

Before a business performs a self-move, the following must be provided to a Relocation Advisor:

- two acceptable bids or estimates from moving professionals;
- a certified inventory of all personal property to be moved;
- the date the business intends to move;
- the address of the replacement property; and
- the opportunity to monitor and inspect the move.

Direct Loss of Tangible Personal Property. Displaced businesses may be eligible for a payment for the actual direct loss of tangible personal property, which is incurred as a result of the move or discontinuance of the operation. This payment may be based on the lesser of (a) the

value of the item for continued use at the displacement site less the proceeds from its sale, or (b) the estimated reasonable cost of moving the item. A Relocation Advisor will explain this procedure in detail if this is a consideration.

Substitute Personal Property. Where an item of personal property, which is used in connection with an operation, is not moved but is replaced with a comparable item, the business may request reimbursement in an amount not to exceed the lesser of: (a) the replacement cost, minus any net proceeds from its sale, or (b) the estimated cost of moving the original item.

Low Value High Bulk Property. If STA considers a personal property item to be of low value and high bulk (such as minerals, metals, rock, or topsoil), and moving costs are disproportionate to its value, the allowable moving cost payment shall not exceed the lesser of the amount which would be received if the personal property were sold at the site, or the replacement cost of a comparable quantity delivered to the new business location.

Searching Expenses for Replacement Property. Displaced businesses are entitled to reimbursement for actual, reasonable, and necessary expenses incurred in searching for a replacement property, not to exceed $2,500. Such expenses may include transportation, meals and lodging when away from home, the reasonable value of the time spent during the search, fees paid to real estate agents or brokers to locate a replacement site, the reasonable value of time obtaining permits and attending zoning hearings, and the reasonable value of time spent negotiating the purchase of a replacement site.

Actual Reestablishment Expenses

A Small Business or nonprofit organization may be eligible for reimbursement, not to exceed $10,000, for actual, reasonable, and necessary expenses incurred in relocating and reestablishing the operation at a replacement site. Reestablishment expenses may include, but are not limited to, the following:

- Repairs or improvements to the replacement real property required by federal, state, or local laws, codes or ordinances.
- Modifications to the replacement real property to accommodate the operation or to make the replacement structures suitable for the operation.
- Construction and installation costs of exterior signs to advertise the operation.
- Redecoration or replacement of soiled or worn surfaces at the replacement site, such as painting, wallpapering, paneling, or carpeting.
- Advertisement of the replacement location.
- Estimated increased costs of operation at the replacement site during the first two years for items such as lease or rental charges, personal or real property taxes, insurance premiums, or utility charges (excluding impact fees).

The following is a nonexclusive listing of reestablishment expenditures not considered to be reasonable and necessary, or otherwise not eligible for reimbursement.

- Purchase of capital assets, such as office furniture, filing cabinets, machinery, or trade fixtures.
- Purchase of manufacturing materials, production supplies, production inventory, or other items used in the normal course of the operation.
- Interest on money borrowed to make the move or purchase the replacement property.
- Payment to a part-time business in the home that does not contribute materially to the household income.

Fixed Payment for Moving Expenses (In Lieu Payment)

Displaced businesses and nonprofit organizations may be eligible for a fixed payment in lieu of actual moving expenses, personal property losses, searching expense, and reestablishment expenses. The fixed payment may not be less than $1,000 or more than $20,000. A business or nonprofit organization that is determined to be eligible for a fixed payment will be paid after it moves from the property that STA is acquiring and submits a claim for payment.

For a business to be eligible for a fixed payment, it must meet the following criteria, as determined by STA:

- The business owns or rents personal property that must be moved due to the displacement.
- The business cannot be relocated without a substantial loss of its existing patronage (e.g., clientele or net earnings).
- The business is not part of a commercial enterprise having more than three other entities engaged in the same or similar business activity, which are under the same ownership and are not being displaced by STA.
- The business is not operated at a displacement site solely for the purpose of renting such site to others.
- The business contributed materially to the income of the displaced business operator during the two taxable years prior to displacement.

In order to establish eligibility for the fixed payment option, a business must, before its move:

- complete a Request for Determination of Entitlement form, which is available from a Relocation Advisor;
- provide a written statement of the reasons the operation cannot be relocated without a substantial loss of existing patronage; and
- provide documentation supporting claimed net earnings for the two previous tax years.

Fixed payment eligibility requirements and payment computation for nonprofit organizations are slightly different from business requirements. The computation for nonprofit organizations differs in that the payment is computed on the basis of average annual gross revenues less administrative expenses for the two-year period specified.

Computation of the Fixed Payment. The fixed payment for a displaced business is based on the average annual net earnings of the operation for the two taxable years immediately preceding the taxable year in which the business is displaced, or a two-year period deemed more representative by STA. The average annual net earnings of a business are one-half of its net earnings for the two-year period before federal, state and local income taxes. A business must provide STA with proof of net earnings to support a request for a fixed payment. Proof of net earnings can be documented by income tax returns, certified financial statements, or other reasonable evidence acceptable to STA. The table below shows an example of a fixed moving payment computation.

Example of a Fixed Moving Payment Computation

Year Displaced	Annual Net Earnings (prior two years)	Fixed Payment
2013	$16,500 (2011) $18,500 (2012)	$17,500 *($16,500 + $18,500 = $35,000/2 = $17,500)*

Summary of Personal Property Only Occupant Benefits

An owner of personal property has the option of moving the personal property by using a commercial mover or by performing a self-move as described below.

Commercial/Professional Move. An owner of personal property may elect to hire professional or commercial movers to move personal property. STA may reimburse the owner of personal property for the cost, based on the lower of two bids or estimates.

Self-Move. If an owner of personal property agrees to take full responsibility for all or part of the move of the operation, rather than hiring a professional or commercial mover, STA may approve a payment not to exceed the lower of two acceptable bids or estimates obtained from qualified moving firms, or moving consultants. A low cost or uncomplicated move may be based on a single bid or estimate, at STA's discretion.

Before an owner of personal property performs a self-move, the following must be provided to a Relocation Advisor:

- two acceptable bids or estimates from moving professionals;
- a certified inventory of all personal property to be moved;
- the date of the intended move;
- the address of the replacement property; and,
- the opportunity to monitor and inspect the move.

Other Important Information

Relocation Site Office

STA's administrative offices are located within seven miles of the proposed Project area located within Phase I and within twelve miles of the proposed Project area located within Phase II. Relocation Advisors will meet with occupants at the affected site or at STA's administrative offices. Therefore, no on site Relocation Site Office is required.

Filing Claims

Relocation expenses typically will be reimbursed after displaced persons submit to the Relocation Advisor a signed claim and all required documentation supporting the claim. Claims may be submitted as costs are incurred; displaced persons do not have to wait until their relocation is complete to submit claims for reimbursement.

For tenants of property acquired by STA, all claims for relocation assistance must be submitted to a Relocation Advisor and filed with STA within 18 months after the displaced person vacates the property. For owners of property acquired by STA, all claims for relocation assistance must be submitted to a Relocation Advisor and filed with STA within 18 months of the later of (a) the date the property is vacated or (b) the date that the owner receives final payment from STA for acquisition of the property.

A Relocation Advisor will work with each displaced person to properly document claims for reimbursement. The Relocation Advisor will submit each complete claim to STA for review and processing. STA will make every effort to provide reimbursement for any approved, eligible portion of that claim within approximately 30 working days after approval of the claim.

If STA denies all or a part of a claim for reimbursement, STA shall promptly notify the displaced person in writing of its determination, the basis for its determination, and the procedures for appealing the determination.

Relocation Payments Are Not Considered Income.

No relocation reimbursement received by a displaced person will be considered as income for the purpose of the Internal Revenue Code, or for the purpose of determining the eligibility of or the extent of eligibility of a person for assistance under the Social Security Act, or any other federal law, except for any federal law providing low-income housing assistance.

Payments made by STA to a third party can be considered a taxable event and will require an IRS form W-9. As a result, third-party payments may be subject to an IRS Form 1099 from STA.

Loss of Business Goodwill

Affected businesses may be entitled to receive compensation for Loss of Business Goodwill that is directly caused by the STA's Relocation activities. The STA's Acquisition Agent or Relocation Advisor will provide each business with additional information regarding Loss of Business Goodwill.

Claim Processing and Distribution of Payments

All claims are to be filed through a Relocation Advisor. The Relocation Advisor will assist occupants in completing their claim forms, will notify each occupant of the documentation needed in order to file the claim and will inspect all replacement properties as needed. Each claim will be

submitted along with documentation to the STA for review and processing. Checks will be available for approved claims within four weeks of the date all documentation is submitted to the Relocation Advisor. Checks will be delivered to the occupant or to the occupant's designee. The STA shall provide advance payments when necessary to secure replacement housing in a time frame that may be dictated by new landlords and whenever a later payment would result in financial hardship.

Nondiscrimination

Under Title VII of the federal Civil Rights Act of 1968, discrimination based on race, color, religion, sex, or national origin in the purchase and rental of most residential units is illegal. The Act ensures that all services and benefits will be administered to the public without regard to race, religious creed, color, medical condition, sex, sexual orientation, gender identity, marital status, parental status, domestic partner status, age, national origin, ancestry, disability, veteran status, or any other basis protected by law.

The Appeal Process

In the event an occupant believes they have been denied an eligible benefit, or disputes the amount of any payment, or has been discriminated against in any manner, the occupant will be afforded an opportunity to file an appeal with the STA. An occupant should first contact their Relocation Advisor to see if the situation can be mutually resolved. If that remedy does not satisfy the occupant, the occupant may follow the procedure set forth in the Relocation Appeals Process. An occupant must file an appeal no later than 18 months after vacating the acquired site. The Relocation Appeals Process is as follows:

Meeting with the STA

If a relocation claimant is not satisfied with the Relocation Advisor's determination of his or her relocation benefits, he or she may request a meeting with STA staff and the Relocation Advisor. The purpose of the meeting is to attempt to resolve the dispute. The meeting may be held by telephone. Absent good cause or mutual agreement of the parties, the meeting shall be held within fifteen (15) days of the date of the request. The STA shall issue a written decision within twenty (20) days of the meeting, unless additional investigation or information is needed, in which case the STA shall request such information within five (5) days of the meeting, and it's time to issue a written decision shall be extended to twenty (20) days from the receipt of the requested information.

Appeal to the STA Director of Resource Management

If after receiving a written decision following the meeting with STA staff, the claimant still disagrees, the claimant may appeal by submitting a letter and any additional relevant evidence or supporting information to the STA Director of Resource Management. The STA Director of Resource Management will evaluate the appeal and, within thirty (30) days, provide a written response.

Appeal to the Relocation Appeals Board

If after receiving a written decision from the STA Director of Resource Management, the claimant still disagrees, the claimant may appeal by submitting a letter and any additional relevant evidence or supporting information to the STA Board of Supervisors, acting as the Relocation Appeals Board, in care of the STA Director of Resource Management. The Relocation Appeals

Board will evaluate the appeal and schedule a hearing on the matter within thirty (30) days of receipt of the claimant's appeal. The Relocation Appeals Board will make a written determination of the claim, within thirty (30) days of the hearing.

The Relocation Appeals Board's response concludes the STA's administrative appeal process. The claimant may see judicial review of a claim upon exhaustion of STA's administrative appeal process.

General Provisions:

- **Modification of Timelines.** Timelines herein may be modified on a case-by-case basis upon mutual agreement of the claimant and the STA. Neither party shall unreasonably refuse to agree to a modification.
- **Communication.** When the STA is informed in writing that a claimant is represented by another individual (including counsel), all future written communication shall be provided to the claimant and the claimant's representative. STA staff and consultants may communicate with represented claimants directly in collecting information to support their claim. If STA staff and/or consultant settle a claim with a represented claimant, the representative must be notified of the substance of the settlement agreement within five (5) days of making the agreement.
- **Administrative Record.** The STA shall maintain an official administrative record of each claim, including but not limited to, all written decision(s), all evidence and other documentation submitted in support of the claim and any appeal, and all evidence and other documentation considered in deciding the claim and/or appeal.
- **Access to Records.** The STA shall, within ten (10) days of receiving the request, provide the claimant with a complete copy of the claimant's file.
- **Content of All Decisions.** In any decision made by the STA, the STA will provide an explanation of its decision sufficient to enable the claimant to determine the reasons for the STA's decision, including an explanation of the facts and evidence on which the STA relies in making its decision.
- **Notice by Mail.** Whenever a notice, or request, is provided by mail, any date to respond shall be extended by three (3) days.
- **Good Faith and Reasonableness**. All parties to the application and appeals process shall proceed with reasonableness and in good faith.

APPENDIX

Project Area Maps ..... Appendix A
Jepson Parkway Corridor – Regional Map A.1
Jepson Parkway Project – Location Map A.2
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Appendix A.1
Jepson Parkway Corridor- Regional Map

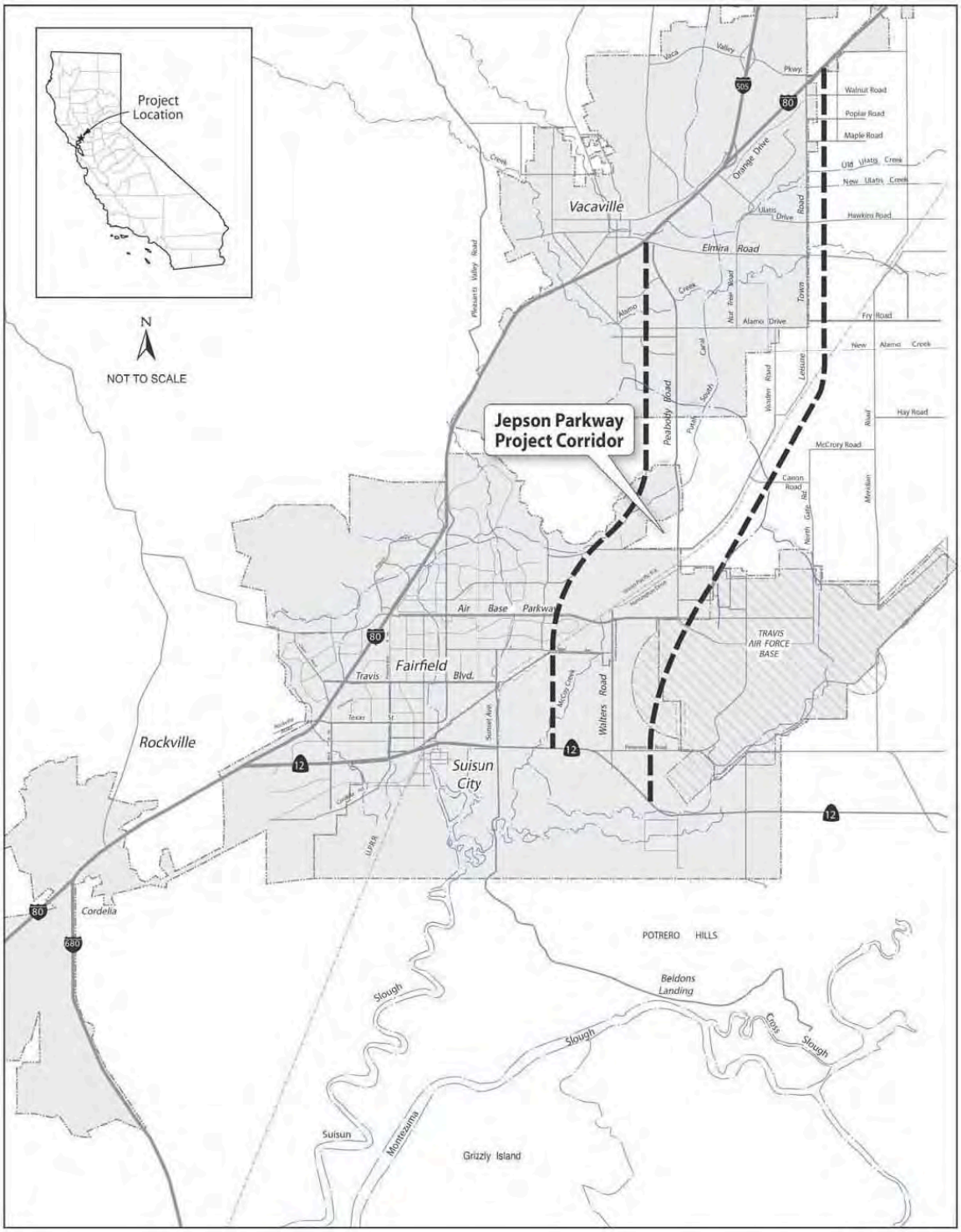

Figure S-1
Jepson Parkway Regional Location

Appendix A.2
Jepson Parkway Project - Location Map

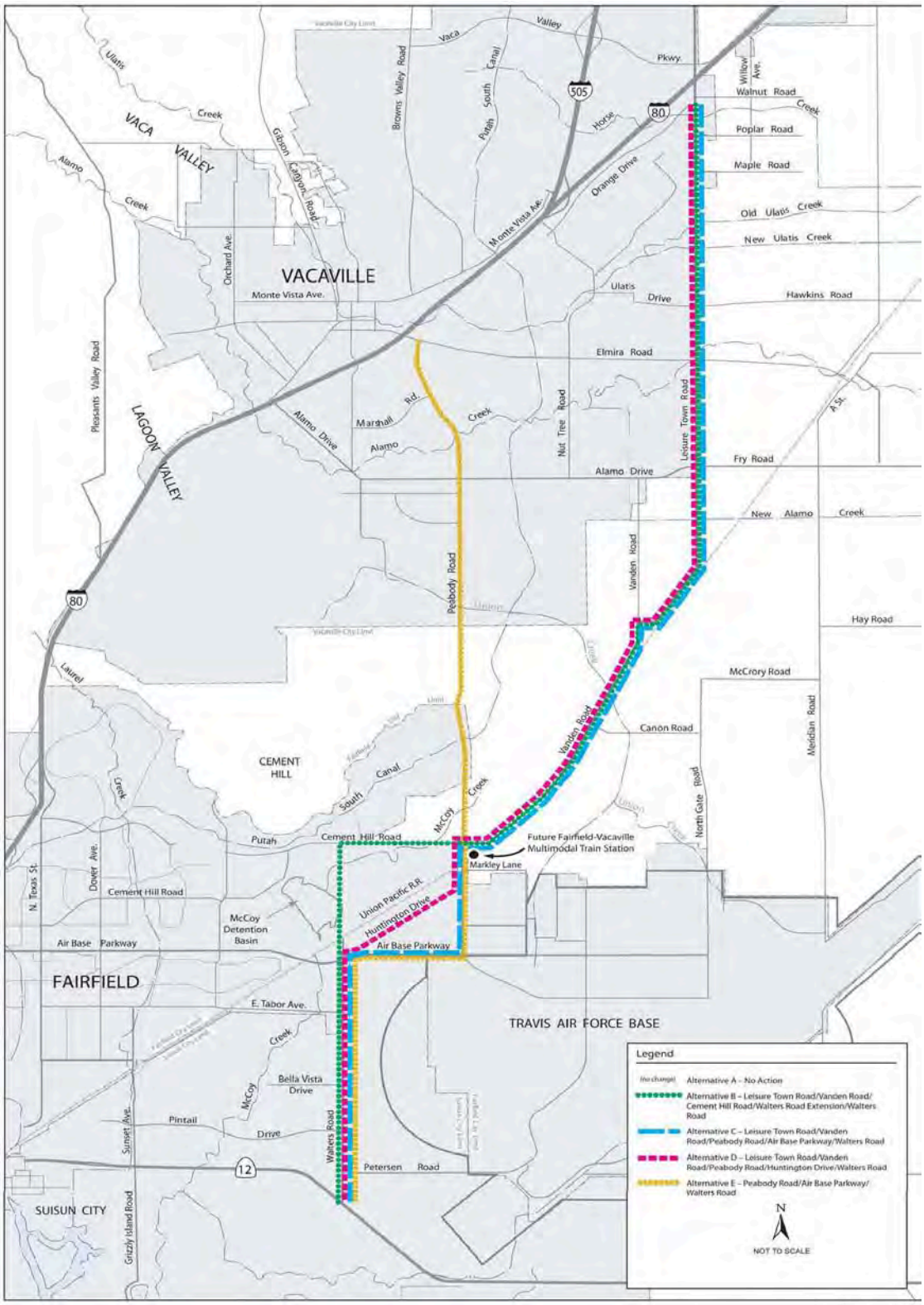

Figure S-2
Jepson Parkway Project Location

Appendix B.1
Sample General Information Notice – Absentee Landlord Personal Property Only

Solano Transportation Authority
...working for you!

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:
Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 • Telephone (707) 424-6075 / Facsimile (707) 424-6074
Email: staplan@sta-snci.com • Website: sta.ca.gov

December 3, 2012

Property Owner

Fairfield, CA 94533-2407

Re: **General Information Notice; Absentee Landlord - Personal Property Only**
Jepson Parkway Project
Site:
APN:

Dear Property Owner:

The Solano Transportation Authority (STA), in cooperation with the City of Fairfield, is proposing to construct the Jepson Parkway Project (Project). After a thorough assessment, STA has identified the property you own and lease to tenants at , in the City of Fairfield, (Property) is within the proposed Project area and may be required in order to construct the Project. If STA makes an offer to purchase a portion of the Property, and in the event STA is able to acquire the Property, you may be required to move your personal property located within the Property acquired. If you are required to move you personal property as a result of the Project, you may be eligible to receive relocation advisory services and payments in accordance with federal and state law, including 42 USC 4601 *et seq.*, 49 CFR Part 24, California Government Code Section 7260 *et seq.*, and California Code of Regulations Title 25, Chapter 6.

The purpose of this notice is to make you aware that a letter similar to this one is being sent to the tenants who occupy your Property at the mailing address listed as , Fairfield, CA. They are being invited to meet with a Relocation Advisor who can answer questions they may have related to the project, the project schedule, and their rights to receive relocation assistance. Associated Right of Way Services, Inc. (AR/WS) has been retained by STA to help plan for the project and to provide you and your tenants with Relocation Assistance.

This is NOT a notice to vacate the premises. STA will not require any legal occupants to vacate the Property with less than 90 days written notice. It is important that you understand that STA has not determined you're your tenants are required to move and this notice does not require you to move at this time. If STA's Relocation Advisor is able to meet with your tenants, the Relocation Advisor will be explaining that it is important that they should not move at this time. They will be told that if is important that they continue to honor the terms of your their rental agreement. They will be advised to contact their Relocation Advisor before you make any moving plans. They will also be told that **if they move before STA makes an offer to acquire a portion of the Property and before they receive a Notice of Eligibility from STA, they will NOT be eligible to receive the assistance described herein.**

If the proposed Project moves forward and STA acquires a portion of your property, *pending a determination of your eligibility,* you will be given advisory services, payments related to the cost to move any personal property you have on site, and advance written notice of the date you would be required to move. A summary of these benefits is contained in the enclosed Relocation Assistance Handbook, and generally include the following:

Relocation Advisory Assistance. A Relocation Advisor will be available to help you through the relocation process. Your Relocation Advisor will provide you with information concerning your entitlements, project scheduling, available replacement sites, and claim processing.

Moving Expenses. If you are required to move your personal property as a result of this project, you would be eligible to receive reimbursement for certain Actual, Reasonable and Necessary Moving and Related Expenses.

Timing of Payments. No relocation payment can be made until the STA has made a written offer to purchase a portion of the property where you now have personal property and before STA provides you with a Notice of Eligibility.

Certain conditions must be satisfied before STA will confirm eligibility for relocation assistance; proof of occupancy of the Property (if applicable), a copy of the lease agreement, and legal residency certification are required for all occupants and/or owners of personal property. Please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. if you have any questions or would like to discuss STA's Relocation Assistance Program and your eligibility to receive relocation assistance benefits. Your Relocation Advisor can be contacted at:

ARWS ASSOCIATED RIGHT OF WAY SERVICES, INC.

Brad Henderson, Right of Way Consultant
Associated Right of Way Services, Inc.
2300 Contra Costa Boulevard, Suite 525
Pleasant Hill, California 94523
(800) 558-5151 • (925) 691-6505 (fax)
bhenderson@arws.com

You may appeal if you believe that STA has failed to properly determine your eligibility or the amount of payment authorized by the Relocation Regulations. You have the right to be represented by legal counsel at your own expense, but legal representation is not required. If you still believe a proper determination has not been made, you may seek judicial review.

All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex in compliance with Title VI of the 1964 Civil Rights Act. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.

Again, should you have questions specific to STA's Relocation Assistance Program, please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. toll free at 1-800-558-5151.

Sincerely,

Janet Adams

Janet Adams
Deputy Executive Director/Director of Projects

Enclosure

cc: Brad Henderson, AR/WS

Certification of Delivery

☒ This Notice was sent via first class and certified mail on 12/3/12.

☐ This Notice was personally delivered on _____.

Signature: [illegible] Date: 12/3/12

Appendix B.2
Sample General Information Notice – Business Occupant

Solano Transportation Authority
...working for you!

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:
Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 • Telephone (707) 424-6075 / Facsimile (707) 424-6074
Email: sfaplan@sta-snci.com • Website: sta.ca.gov

December 3, 2012

Business Owner

Vacaville, CA 95687

Re: **General Information Notice – Business Occupant**
Jepson Parkway Project
Site:
APN:

Dear Business Owner:

The Solano Transportation Authority (STA), in cooperation with the Cities of Fairfield and Vacaville, is proposing to construct the Jepson Parkway Project (Project). After a thorough assessment, STA has identified the property you occupy at , listed in the City of Vacaville (Property), is within the proposed project area and may be required in order to construct the Project. STA anticipates making an offer to purchase a portion of the Property and in the event STA is able to acquire the Property, you may be required to relocate from the Property and/or move your personal/business property. If you are required to relocate from the Property and/or move your personal/business property as a result of the Project, you may be eligible to receive relocation advisory services and payments in accordance with federal and state law, including 42 USC 4601 *et seq.*, 49 CFR Part 24, California Government Code Section 7260 *et seq.*, and California Code of Regulations Title 25, Chapter 6.

This is NOT a notice to vacate the premises. STA will not require any legal occupants to vacate the Property with less than 90 days written notice. It is important that you understand that STA has not made an offer to purchase a portion of the Property and this notice does not require you to move at this time. It is important that you continue to honor the terms of your rental agreement. Please contact your Relocation Advisor before you make any moving plans. **If you move before STA makes an offer to acquire the Property and before you receive a Notice of Eligibility from STA, you will NOT be eligible to receive the assistance described herein.**

If the proposed Project moves forward and STA acquires a portion of the property, *pending determination of your eligibility*, you will be given advisory services, including referrals to replacement sites and advance written notice of the date you would be required to move. A summary of these benefits is contained in the enclosed Relocation Assistance Handbook, and generally include the following:

Relocation Advisory Assistance. A Relocation Advisor will be available to help you through the relocation process. Your Relocation Advisor will provide you with information concerning your entitlements, project scheduling, available replacement sites, and claim processing.

Moving Expenses. If you are required to relocate from the Property and/or move your personal/business property as a result of this Project, you would be eligible to receive reimbursement for certain Actual, Reasonable and Necessary Moving and Related Expenses.

Reestablishment Expenses. You may also be eligible to claims compensation of up to $10,000 in addition to Moving Expenses to help with certain costs related to reestablishing your business at a replacement site.

Timing of Payments. No relocation payment can be made until the STA has made a written offer to purchase a portion of the property where you now occupy and before STA provides you with a Notice of Eligibility. You will be notified within 60 days of the date that STA makes a written offer to the property owner.

Certain conditions must be satisfied before STA will confirm eligibility for relocation assistance; proof of occupancy of the Property (if applicable), a copy of the lease agreement, and legal residency certification are required for all occupants and/or owners of personal property. Please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. if you have any questions or would like to discuss STA's Relocation Assistance Program and your eligibility to receive relocation assistance benefits. Your Relocation Advisor can be contacted at:

ARWS Associated Right of Way Services, Inc.

Brad Henderson, Right of Way Consultant
Associated Right of Way Services, Inc.
2300 Contra Costa Boulevard, Suite 525
Pleasant Hill, California 94523
(800) 558-5151 • (925) 691-6505 (fax)
bhenderson@arws.com

You may appeal if you believe that STA has failed to properly determine your eligibility or the amount of payment authorized by the Relocation Regulations. You have the right to be represented by legal counsel at your own expense, but legal representation is not required. If you still believe a proper determination has not been made, you may seek judicial review.

All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex in compliance with Title VI of the 1964 Civil Rights Act. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.

Again, should you have questions specific to STA's Relocation Assistance Program, please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. toll free at 1-800-558-5151.

Sincerely,

Janet Adams

Janet Adams
Deputy Executive Director/Director of Projects

Enclosure

cc: Brad Henderson, AR/WS

Certification of Delivery

☒ This Notice was sent via first class and certified mail on 12/3/12.

☐ This Notice was personally delivered on _____.

Signature: [illegible] Date: 12/3/12

Appendix B.3
Sample General Information Notice – Personal Property Only Occupant

Solano Transportation Authority
...working for you!

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:
Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 • Telephone (707) 424-6075 / Facsimile (707) 424-6074
Email: staplan@sta-snci.com • Website: sta.ca.gov

December 3, 2012

Property Owner

Reedley, CA 93654

Re: **General Information Notice - Personal Property Only**
Jepson Parkway Project
Site:
APNs:

Dear Property Owner:

The Solano Transportation Authority (STA), in cooperation with the City of Fairfield, is proposing to construct the Jepson Parkway Project (Project). After a thorough assessment, STA has identified the properties where you have personal property, located on Vanden Road, in the City of Fairfield (Property), is within the project area and may be required in order to construct the Project. STA anticipates making an offer to purchase a portion of the Property in the future, and in the event STA is able to acquire the Property, you may be required to relocate your personal property. If you are required to move your personal property as a result of the Project, you may be eligible to receive relocation advisory services and payments in accordance with federal and state law, including 42 USC 4601 *et seq.*, 49 CFR Part 24, California Government Code Section 7260 *et seq.*, and California Code of Regulations Title 25, Chapter 6.

This is NOT a notice to vacate the premises. STA will not require any legal occupants to vacate the Property with less than 90 days written notice. It is important that you understand that STA has not made an offer to purchase a portion the Property and this notice does not require you to move at this time. It is important that you continue to honor the terms of your rental agreement, if applicable. Please contact your Relocation Advisor before you make any moving plans. **If you move before STA makes an offer to acquire a portion of the Property and before you receive a Notice of Eligibility from STA, you will NOT be eligible to receive the assistance described herein.**

If the proposed Project moves forward and STA acquires a portion the Property, *pending determination of your eligibility*, you will be provided with advisory services and payments related to costs to move only *personal property* to a replacement location. A summary of these benefits is contained in the enclosed Relocation Assistance Handbook, and generally include the following:

Relocation Advisory Assistance. A Relocation Advisor will be available to help you through the relocation process. Your Relocation Advisor will provide you with information concerning your entitlements, project scheduling, available replacement sites, and claim processing.

Moving Expenses. If you are required to move your personal property as a result of this project, you would be eligible to receive reimbursement for certain Actual, Reasonable and Necessary Moving and Related Expenses.

Timing of Payments. No relocation payment can be made until the STA has made a written offer to purchase a portion of the property where you now have personal property and before STA provides you with a Notice of Eligibility. You will be notified within 60 days of the date that STA makes a written offer to the property owner.

Certain conditions must be satisfied before STA will confirm eligibility for relocation assistance; proof of occupancy of the Property (if applicable), a copy of the lease agreement, and legal residency certification are required for all occupants and/or owners of personal property. Please contact your Relocation Advisor, Mr. Brad Henderson of Associated Right of Way Services, Inc., if you have any questions or would like to discuss STA's Relocation Assistance Program and your eligibility to receive relocation assistance benefits. Your Relocation Advisor can be contacted at:

AR/WS ASSOCIATED RIGHT OF WAY SERVICES, INC.

Brad Henderson, Right of Way Consultant
Associated Right of Way Services, Inc.
2300 Contra Costa Boulevard, Suite 525
Pleasant Hill, California 94523
(800) 558-5151 • (925) 691-6505 (fax)
bhenderson@arws.com

You may appeal if you believe that STA has failed to properly determine your eligibility or the amount of payment authorized by the Relocation Regulations. You have the right to be represented by legal counsel at your own expense, but legal representation is not required. If you still believe a proper determination has not been made, you may seek judicial review.

All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex in compliance with Title VI of the 1964 Civil Rights Act. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.

Again, should you have questions specific to STA's Relocation Assistance Program, please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. toll free at 1-800-558-5151.

Sincerely,

Janet Adams

Janet Adams
Deputy Executive Director/Director of Projects

Enclosure

cc: Brad Henderson, AR/WS

Certification of Delivery

☒ This Notice was sent via first class and certified mail on 12/3/12.

☐ This Notice was personally delivered on _____.

Signature: [illegible] Date: 12/3/12

Appendix C.1
Sample Initial Contact Letter and General Information Notice - Residential Owner-Occupant

January 7, 2013

Property Owner
_____
Vacaville, CA 95687

Re: **Initial Contact Letter and General Information Notice – Residential Owner-Occupant**
Jepson Parkway Project
Site: _____
APN: _____

Dear Property Owner:

The Solano Transportation Authority (STA), in cooperation with the City of Vacaville, is proposing to construct the Jepson Parkway Project (Project). After a thorough assessment, STA has identified the property you own and occupy at _____, in the City of Vacaville (Property), is within the proposed project area and may be required in order to construct the Project. If STA makes an offer to purchase a portion of your Property and in the event STA is able to acquire the Property, you may be required to move from the Property. As a homeowner occupant, if you are required to move from the Property as a result of the Project, you may be eligible to receive relocation advisory services, assistance to locate a replacement property, and financial assistance in accordance with federal and state law, including 42 USC 4601 *et seq.*, 49 CFR Part 24, California Government Code Section 7260 *et seq.*, and California Code of Regulations Title 25, Chapter 6.

The purpose of this notice is to invite you to meet with your Relocation Advisor who can answer questions related to the project, the project schedule, and your rights to receive relocation assistance. This notice is also provided in order to inform you of your rights under Federal law and to introduce you to your Relocation Advisor. Your Relocation Advisor will also gather general information from you and others who may be affected by the Project in order to prepare a Relocation Impact Statement and Last Resort Housing Plan (Plan). The Plan will address the needs of the Project area occupants and the assistance that will be available if the Project proceeds. Associated Right of Way Services, Inc. has been retained by STA to help to plan for the Project and to provide you with Relocation Assistance.

This is NOT a notice to vacate the premises. STA will not require any legal occupants to vacate the Property with less than 90 days written notice. It is important that you understand that STA has not made an offer to you to purchase a portion of your Property and **this notice does not require you to move at this time**. Please contact your Relocation Advisor before you make any moving plans. **If you move before STA makes an offer to you to acquire the Property and before you receive a Notice of Eligibility from STA, you will NOT be eligible to receive the assistance described herein.**

If the proposed Project moves forward and STA acquires a portion of your Property, *pending determination of your eligibility*, you will be given advisory services, including referrals to replacement sites and advance written notice of the date you would be required to move. A summary of these benefits is contained in the enclosed Relocation Assistance Handbook, and generally include the following:

Relocation Advisory Assistance. A Relocation Advisor will be available to help you through the relocation process. Your Relocation Advisor will provide you with information concerning your entitlements, project scheduling, available housing, and claim processing.

Moving Expenses. If you are required to relocate from the Property as a result of this Project, you would be eligible to receive reimbursement for certain moving expenses.

Replacement Housing Costs. You may be eligible to receive assistance with the cost to replace your home with a comparable home. This could include a purchase price differential

payment, increased interest cost payment, and some of the costs incidental to the purchase of your replacement home. To qualify for this, you must have owned and occupied your home as your primary residence for at least 180 days immediately prior to the date STA makes its first written offer to purchase your Property.

You may receive relocation assistance payments only if you purchase or rent and occupy a dwelling which meets STA's standards for decent, safe and sanitary. A home inspection will need to be performed by a professional home inspector and your Relocation Advisor will need to inspect your replacement home before you agree to rent or buy it.

In order to receive a Replacement Housing Payment, you will need to purchase and occupy decent, safe and sanitary home within one year of receiving final payment for the Property or within one year of the date you move from the Property, whichever occurrence is later. If you are lawfully occupying the Property where you now live, STA will not ask you to move without first giving you a minimum of 90 days advance notice, in writing. If you are an eligible occupant, you will not be required to move unless adequate decent, safe and sanitary replacement housing, which is open to all person regardless of race, color, religion, sex, or national origin, has been made available to you by STA or you have secured such housing for yourself.

Timing of Payments. No relocation payment can be made until the STA has made a written offer to purchase a portion of your Property where you currently own and occupy and before STA provides you with a Notice of Eligibility.

Certain conditions must be satisfied before STA will confirm your eligibility for residential relocation assistance; proof of 180-day consecutive residential occupancy of the Property and legal residency certification are required for all residential occupants.

Please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. to arrange a time to meet with him in your home to discuss the Project, STA's Relocation Assistance Program, and your pending eligibility to receive relocation assistance benefits. Your Relocation Advisor can be contacted at:

ARWS Associated Right of Way Services, Inc.

Brad Henderson, Right of Way Consultant
Associated Right of Way Services, Inc.
2300 Contra Costa Boulevard, Suite 525
Pleasant Hill, California 94523
(800) 558-5151 • (925) 691-6505 (fax)
bhenderson@arws.com

You may appeal if you believe that STA has failed to properly determine your eligibility or the amount of payment authorized by the Relocation Regulations. You have the right to be represented by legal counsel at your own expense, but legal representation is not required. If you still believe a proper determination has not been made, you may seek judicial review.

All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex in compliance with Title VI of the 1964 Civil Rights Act. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.

Again, should you have questions specific to STA's Relocation Assistance Program and to schedule an appointment, please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. toll free at 1-800-558-5151.

Sincerely,

Janet Adams
Deputy Executive Director/Director of Projects

Enclosure

cc: Brad Henderson, AR/WS

Certification of Delivery	
☐ This Notice was sent via first class and certified mail on _____	
☐ This Notice was personally delivered on _____	
Signature:	Date:

Appendix C.2
Sample Initial Contact Letter and General Information Notice
Residential Tenant-Occupant

January 7, 2013

Tenant
Address
Vacaville, CA 95687

Re: **Initial Contact Letter and General Information Notice – Residential Tenant Occupant**
Jepson Parkway Project
Site: _____
APN: _____

Dear Tenant:

The Solano Transportation Authority (STA), in cooperation with the City of Vacaville, is proposing to construct the Jepson Parkway Project (Project). After a thorough assessment, STA has identified the property you occupy at _____, in the City of Vacaville (Property), is within the proposed project area and may be required in order to construct the Project. STA anticipates making an offer to purchase a portion of the Property and in the event STA is able to acquire the Property, you may be required to move from the Property. If you are required to move from the Property as a result of the Project, you may be eligible to receive relocation advisory services, assistance to locate a replacement property, and financial assistance in accordance with federal and state law, including 42 USC 4601 *et seq.*, 49 CFR Part 24, California Government Code Section 7260 *et seq.*, and California Code of Regulations Title 25, Chapter 6.

The purpose of this notice is to invite you to meet with your Relocation Advisor who can answer questions related to the project, the project schedule, and your rights to receive relocation assistance. This notice is also provided in order to inform you of your rights under Federal law and to introduce you to your Relocation Advisor. Your Relocation Advisor will also gather general information from you and others who may be affected by the Project in order to prepare a Relocation Impact Statement and Last Resort Housing Plan (Plan). The Plan will address the needs of the Project area occupants and the assistance that will be available if the Project proceeds. Associated Right of Way Services, Inc. has been retained by STA to help to plan for the Project and to provide you with Relocation Assistance.

This is NOT a notice to vacate the premises. STA will not require any legal occupants to vacate the Property with less than 90 days written notice. It is important that you understand that STA has not made an offer to purchase a portion of the Property and **this notice does not require you to move at this time**. It is important that you continue to honor the terms of your rental agreement. Please contact your Relocation Advisor before you make any moving plans. **If you move before STA makes an offer to acquire the Property and before you receive a Notice of Eligibility from STA, you will NOT be eligible to receive the assistance described herein.**

If the proposed Project moves forward and STA acquires a portion of the Property, *pending determination of your eligibility*, you will be given advisory services, including referrals to replacement sites and advance written notice of the date you would be required to move. A summary of these benefits is contained in the enclosed Relocation Assistance Handbook, and generally include the following:

Relocation Advisory Assistance. A Relocation Advisor will be available to help you through the relocation process. Your Relocation Advisor will provide you with information concerning your entitlements, project scheduling, available housing, and claim processing.

Moving Expenses. If you are required to relocate from the Property as a result of this Project, you would be eligible to receive reimbursement for certain moving expenses.

Replacement Housing Costs. You may be eligible to receive assistance with increased rental cost payments or a payment toward the purchase of a home. To qualify for this, you would need to have occupied your current home for at least 90 days immediately before STA makes its first written offer to purchase that Property.

You may receive relocation assistance payments only if you purchase or rent and occupy a dwelling which meets STA's standards for decent, safe and sanitary. Your Relocation Advisor will need to inspect your replacement home before you agree to rent or buy it.

In order to receive a Replacement Housing Payment, you must occupy a decent, safe and sanitary home within one year after vacating the Property where you now live. If you are lawfully occupying the Property where you now live, STA will not ask you to move without first giving you a minimum of 90 days advance notice, in writing. If you are an eligible occupant, you will not be required to move unless adequate decent, safe and sanitary replacement housing, which is open to all person regardless of race, color, religion, sex, or national origin, has been made available to you by STA or you have secured such housing for yourself.

Timing of Payments. No relocation payment can be made until the STA has made a written offer to purchase a portion of the Property where you now occupy and before STA provides you with a Notice of Eligibility. You will be notified within 60 days of the date that STA makes a written offer to the Property owner.

Certain conditions must be satisfied before STA will confirm your eligibility for residential relocation assistance; proof of 90-day consecutive residential occupancy of the Property (if applicable), a copy of the lease agreement, and legal residency certification are required for all residential occupants.

Please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. to arrange a time to meet with him in your home to discuss the Project, STA's Relocation Assistance Program, and your pending eligibility to receive relocation assistance benefits. Your Relocation Advisor can be contacted at:

ARWS ASSOCIATED RIGHT OF WAY SERVICES, INC.

Brad Henderson, Right of Way Consultant
Associated Right of Way Services, Inc.
2300 Contra Costa Boulevard, Suite 525
Pleasant Hill, California 94523
(800) 558-5151 • (925) 691-6505 (fax)
bhenderson@arws.com

You may appeal if you believe that STA has failed to properly determine your eligibility or the amount of payment authorized by the Relocation Regulations. You have the right to be represented by legal counsel at your own expense, but legal representation is not required. If you still believe a proper determination has not been made, you may seek judicial review.

All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex in compliance with Title VI of the 1964 Civil Rights Act. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child.

Again, should you have questions specific to STA's Relocation Assistance Program and to schedule an appointment, please contact your Relocation Advisor, Mr. Brad Henderson, of Associated Right of Way Services, Inc. toll free at 1-800-558-5151.

Sincerely,

Janet Adams
Deputy Executive Director/Director of Projects

Enclosure

cc: Brad Henderson, AR/WS

Certification of Delivery
☐ This Notice was sent via first class and certified mail on _____
☐ This Notice was personally delivered on _____
Signature: Date:

Appendix D.1
Business Relocation Assistance Brochure

Relocation Assistance Handbook

Rights and Benefits under the Federal Relocation Assistance Program for Affected Businesses and Non-Profit Organizations

PROVIDED TO YOU AS A COURTESY BY

ARWS ASSOCIATED RIGHT OF WAY SERVICES, INC.

Summarizing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, including the Code of Federal Regulations ("CFR") Title 49, Part 24 dated January 4, 2005. Much of the content of this brochure was provided by the Federal Highway Administration and the California Department of Transportation.

Federal Relocation Assistance Program

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Federal Relocation Assistance Program for Business and Non-profit Organizations

Introduction

Government programs designed to benefit the public as a whole often result in the acquisition of private property, and sometimes in the displacement of people from their businesses and nonprofit organizations. When Congress passed the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and amended it in 1987 ("Uniform Act") it recognized the need to balance the right of the Public Agency to acquire property with the rights of the occupants of the property being affected. The Uniform Act provides for the rights of person affected by public and publicly assisted project. As a federally funded agency, the Public Agency must comply with the policies and provisions set forth in the Uniform Act and the regulation. The Code of Federal Regulations (CFR), Title 49, Part 24, outline a public agencies rights and responsibilities to acquire property and to provide Relocation Assistance.

This brochure is an attempt to provide you with a summary of those laws and regulations. Certainly, the information provided in this brief brochure cannot provide you with answers to all of the specific questions and situations that might arise in the relocation of your business or nonprofit organization.

Please review this brochure carefully and present any questions to your Relocation Advisor. Section 1 of this brochure provides information about Relocation Advisory Assistance. Section 2 contains information concerning payments that are available to affected businesses and nonprofit organizations. Section 3 provides additional information that is important to understand regarding the Relocation Assistance Program. Section 4 provides information regarding loss of business goodwill.

Your Relocation Advisor will answer your specific questions and will provide you with additional information you may need to help you to understand the Relocation Assistance Program. If you have any questions regarding this brochure, please contact your Relocation Advisor.

Mr. Brad Henderson, Right of Way Consultant
Associated Right of Way Services, Inc.
2300 Contra Costa Boulevard, Suite 525
Pleasant Hill, California 94523
(800) 558-5151 *toll-free*
(925) 691-8500 *direct*
(925) 691-6505 *fax*
bhenderson@arws.com

Important Terms Used in This Brochure

Agency

Relocation Advisory Assistance and Relocation Payments are administered by a public agency responsible for the acquisition of real property and/or the displacement of persons from property to be used for a publicly funded program or project. The public agency may be a State agency, a local agency, such as a county or a city, or a person carrying out a program or project with public financial assistance. A public agency may contract with a qualified individual or firm like Associated Right of Way Services, Inc. to administer the Relocation Assistance Program. However, the public agency remains responsible for the program.

Alien Not Lawfully Present

The law provides that if a displaced person is an alien not lawfully present in the United States such person is not eligible for relocation payments or assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act, unless ineligibility would result in exceptional and extremely unusual hardship to the alien's spouse, parent or child, and such spouse, parent or child is a citizen or an alien lawfully admitted for permanent residence.

Displaced Person

Any person (individual, family, partnership, association, or corporation) who moves from real property, or who moves personal property from real property as a direct result of:

(1) a written notice of intent to acquire by a public agency or as a result of the acquisition of real property in whole or in part, by a public agency or by any person having an agreement with or acting on behalf of a public agency, or as the result of a written order from a public agency to vacate the property for public use; or

(2) rehabilitation, demolition or other displacing activity undertaken by a public agency or by any person having an agreement with or acting on behalf of a public agency of real property on which the person is in lawful occupancy or conducts a business, and the displacement, lasts longer than 90 days. This definition includes those persons displaced as a result of a public action where they are displaced as a result of an owner participation agreement or an acquisition carried out by a private person for or in connection with a public use where the public agency is otherwise empowered to acquire the property to carry out the public use.

Nonprofit Organization

A public or private entity that has established its nonprofit status under applicable Federal or State law.

Small Business

A business having not more than 500 employees working at a site which is the location of economic activity and which will be acquired or is displaced by a program or project. A site occupied solely by an outdoor advertising signs, displays, or devices does not qualify for purposes of the reestablishment expense benefit.

Unlawful Occupancy

An occupant is considered to be in unlawful occupancy if the occupant has been ordered to move by a court of competent jurisdiction or if the occupant's tenancy has been lawfully terminated by the owner for cause, the tenant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.

Section 1 – Relocation Advisory Assistance

A Relocation Advisor will work with each eligible displaced business and non-profit organization in order to guide them through the Relocation process and to help them to locate a suitable replacement property. Relocation services are provided by Associated Right of Way Services, Inc. It is their goal and desire to be of service to you, and to assist you in any way possible to help you to successfully relocate. Your Relocation Advisor is available to help and to advise you, so please make full use of their services. Do not hesitate to ask questions to ensure that you fully understand all your rights and benefits.

An individual with a disability will be provided the assistance needed to understand their rights under this program and assistance to locate and to move to a replacement site. Please notify your Relocation Advisor if you need any additional assistance to understand your rights or to secure a replacement site.

When your Relocation Advisor initially contacts you, they will interview you in order to explain the Relocation Program and to understand your current operation, facility and operating costs. Your Advisor will also ask you to describe the type of replacement site you are interested in finding. Your Advisor will explain the assistance and payments that you may claim in accordance with your eligibility. It is important that you explain any anticipated relocation problems to your Relocation Advisor. During the initial interview your Relocation Advisor will ask many questions to determine your specific relocation needs. After the initial interview, your Relocation Advisor will deliver written information regarding your rights as a displaced person and will forward information on available replacement sites as that information becomes available.

Your Relocation Advisor will continue to work with you to help you to plan your relocation to a replacement site. Your Relocation Advisor will help you to understand which costs are compensable under the Relocation Assistance Program and which costs are not. Your Relocation Advisor will also help to determine the need for outside specialists to plan for the move and the reinstallation of your personal property.

Your Relocation Advisor will continue work with you and the owner of the real property (if you are a tenant) to help to identify and to resolve any issues regarding what is real estate and what is personal property that can be relocated. You will be asked to provide a copy of your lease agreement (if applicable) to help to determine the ownership of the furniture, fixtures and equipment.

The goal is for you to achieve a successful relocation back into the community. Therefore, it is important that you do everything a prudent business owner would do to maintain your business. This includes working closely with your Relocation Advisor to evaluate and to prepare for the move and searching out leads to available replacement sites.

Section 2 – Available Relocation Payments

An eligible business or non-profit organization may request reimbursement on the basis of actual, reasonable moving costs and related expenses or, under certain circumstances, a fixed payment. Actual, reasonable moving expenses may be paid when the move is performed by a professional mover or if you move yourself. Related expenses, such as personal property losses, expenses in finding a replacement site, and reestablishment expenses may also be reimbursable.

You must provide your Relocation Advisor with an inventory of the personal property to be moved and advance notice of the approximate date of the move. Your Relocation Advisor will need to inspect the personal property at the displacement and replacement sites, and to monitor the move in order to assess your eligibility for certain moving payments.

Actual, Reasonable and Necessary Moving Costs

You may be paid the actual, reasonable and necessary cost of your move when the move is performed by a professional mover or when you elect to move yourself, however, all your moving costs must be supported by paid receipts or other evidence of expenses incurred. In addition to the transportation costs of your personal property, certain other expenses may be reimbursable, such as packing, crating, unpacking and uncrating, and the disconnecting, dismantling, removing, reassembling, and reinstalling relocated machinery, equipment and other personal property.

Other expenses such as professional services necessary for planning and carrying out the move, temporary storage costs, and the cost of licenses, permits and certifications may also be reimbursable. Such costs may include:

- Transportation of persons and property not to exceed a distance of 50 miles from the site from which the business or non-profit organization was displaced, except where relocation beyond 50 miles is justified;
- Packing, crating, unpacking and uncrating personal property;
- Storage of personal property for a period generally not to exceed 12 months, as determined by the public agency to be necessary in connection with relocation. These expenses must be preapproved.
- Insurance of personal property while in storage or transit; and
- The reasonable replacement value of property lost, stolen or damaged (not through the fault or negligence of the displaced person, his agent or employee) in the process of moving, where insurance coving such loss theft or damage is not reasonable available.

- The cost of disconnecting, dismantling, removing, reassembling, reconnecting and reinstalling machinery, equipment, substitute personal property, and other personal property (including goods and inventory kept for sale) and connection to utilities available within the building; it also includes modification to personal property, including those mandated by Federal, State or local law, code or ordinance, necessary to adapt it to the replacement structure, replacement site or the utilities at the replacement site and modification necessary to adapt the utilities at the replacement site to the personal property.
- The cost of any license, permit, fee or certification that is required to the extent such cost is necessary to the reestablishment of the operation at a new location. However, payment shall be based on the remaining useful life of the existing license, permit or certification.
- The reasonable cost of any professional service (including, but not limited to, architects', attorneys' or engineers' fees, or consultants' charges) necessary for the planning of the move of personal property, moving the personal property, or installation of relocated personal property at the replacement site. These expenses must be preapproved.
- Professional services in connection with the purchase or lease of a replacement site, including feasibility surveys, soil testing and marketing studies.
- Re-lettering signs and replacing stationary on hand at the time of displacement that is made obsolete as a result of the move.
- Impact fees or one-time assessment for anticipated heavy utility usage.

All costs claimed under this section must be reasonable and necessary. The costs will only be considered if the costs could not have been avoided or substantially reduced at an alternate available site.

This is not an inclusive list of moving related expenses. Your Relocation Advisor will provide you with a complete explanation of reimbursable expenses.

Estimated Cost Move

If you agree to take full responsibility for all or part of the move of your operation, the Public Agency may approve a payment not to exceed the lower of two acceptable bids or estimates obtained from qualified moving firms, or moving consultants. A low cost or uncomplicated move may be based on a single bid or estimate at the Public Agency's discretion. The advantage of this moving option is that it relieves you from documenting all moving expenses because the payment is limited to the amount of the lowest acceptable bid or estimate. The Public Agency may make the payment without additional documentation.

Direct Loss of Tangible Personal Property

Displaced businesses may be eligible for a payment for the actual direct loss of tangible personal property which is incurred as a result of the move or discontinuance of the operation. This payment is based on the lesser of (1) the value of the item for continued use at the displacement site less the

proceeds from its sale, or (2) the estimated reasonable cost of moving the item. Your Relocation Advisor will explain this procedure in detail if this is a consideration for you.

Substitute Personal Property

Where an item of personal property which is used in connection with any business is not moved but is replaced with a comparable item, the business may request reimbursement in an amount not to exceed the lesser of (1) the replacement cost, minus any net proceeds from its sale, or (2) the estimated cost of moving the original item.

Low Value High Bulk Property

If the Public Agency considers a personal property item to be of low value and high bulk, and moving costs are disproportionate to its value (such as minerals, metals, rock, or topsoil), the allowable moving cost payment shall not exceed the lesser of the amount which would be received if the personal property were sold at the site, or, the replacement cost of a comparable quantity delivered to the new business location.

Searching Expenses for Replacement Property

Displaced businesses are entitled to reimbursement for actual, reasonable expenses incurred in searching for a replacement property, not to exceed $2, 500. Expenses may include transportation, meals, and lodging when away from home; the reasonable value of the time spent during the search. Fees paid to real estate agents or brokers to locate a replacement site may be reimbursed, related time obtaining permits and attending zoning hearing, and time spent negotiating of the rent/purchase of replacement site and other expenses determined to be reasonable and necessary by the Public Agency.

Commission and fees related to the purchase of a replacement site are not eligible relocation expense and will not be reimbursed.

Reestablishment Expenses

A small business or non-profit organization may be eligible for a payment, not to exceed $10,000, for expenses actually incurred in relocating and reestablishing the enterprise at a replacement site. To qualify, the business or non-profit organization must have not more than 500 employees working at the site who will be displaced by a program or project.

Reestablishment expenses may include, but are not limited to:

- Repairs or improvements to the replacement real property required by Federal, State, and local laws, codes or ordinances.
- Modifications to the replacement real property to accommodate the business operation or to make the replacement structures suitable for the operation.
- Construction and installation costs of exterior signs to advertise the business.

- Redecoration or replacement of soiled or worn surfaces at the replacement site such as painting, wallpapering, paneling, or carpeting.
- Advertising the replacement location.
- Estimated increased costs of operation at the replacement site during the first two years for items such as: lease or rental charges; personal or real property taxes; insurance premiums; utility charges (excluding impact fees).
- Other items that the Public Agency considers essential for reestablishment.

The following is a nonexclusive listing of reestablishment expenditures not considered to be reasonable and necessary, or otherwise eligible:

- Purchase of capital assets, such as office furniture, filing cabinets, machinery, or trade fixtures.
- Purchase of manufacturing materials, production supplies, production inventory, or other items used in the normal course of the business operation.
- Interior or exterior refurbishments at the replacement site which are for aesthetic purposes.
- Interest on money borrowed to make the move or purchase the replacement property.
- Payment to a part-time business in the home which does not contribute materially to the household income.

Fixed Payment for Actual Moving Expenses ("In Lieu Payment")

Displaced businesses and non-profit organizations may be eligible for a fixed payment in lieu of (in place of) actual moving expenses, personal property losses, searching expense, and reestablishment expenses. The fixed payment may not be less than $1,000 nor more than $20,000.

For a business to be eligible for a fixed payment, the Public Agency must determine the following:

- Business owns or rents personal property that must be moved due to the displacement.
- Business cannot be relocated without a substantial loss of its existing patronage.
- Business is not part of a commercial enterprise having more than three other businesses engaged in the same or similar activity which are under the same ownership and are not being displaced by the Public Agency.
- Business contributed materially to the income of the displaced business operator during the two taxable years prior to displacement.

Eligibility requirements for non-profit organizations are slightly different than business requirements. The computation for non-profit organizations differs in that the payment is computed on the basis of average

annual gross revenues less administrative expenses for the two year period specified. If you are interested in a fixed payment, please consult your Relocation Advisor for additional information.

Computation of the Fixed Payment

The fixed payment for a displaced business is based upon the average annual net earnings of the operation for the two taxable years immediately preceding the taxable year in which it was displaced, or a two-year period deemed more representative by the Public Agency. You must provide the Public Agency with proof of net earnings to support your claim. Proof of net earnings can be documented by income tax returns, certified financial statements, or other reasonable evidence acceptable to the Public Agency.

Example of a Fixed Moving Payment Computation		
2008	2009	2010
Annual Net Earnings $16,500	Annual Net Earnings $18,500	Year Displaced
Average annual net earnings $16,500 + $18,500 = $35,000 / 2 = $17,500 Fixed Payment = $17,500		

Section 3 – Important Information

Filing of Claims for Payment

All claims filed with the Public Agency shall be submitted within 18 months of the later of (1) the date on which the claimant receives final payment for the property or, (2) the date on which the property is vacated. Most claims will be paid within three weeks of submission of a fully documented claim for payment.

If it is a hardship for your business to pay for relocation costs and to wait for reimbursement of those costs by the Public Agency, you may petition for hardship assistance. If the Public Agency approves your petition for a hardship payment, then it will attempt to advance certain funds for your relocation based on fully documented claims for payment. It is important that you work closely with your Relocation Advisor if you intend to file for hardship assistance.

Relocation Payments are not Considered to be Income

No relocation payment received will be considered as income for the purpose of the Internal Revenue Code, Personal Income Tax Law, Part 10 (commencing with Section 17001) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code.

No relocation payment received will be considered income or resources to any recipient of public assistance and such payments shall not be deducted from the amount of aid to which the recipient would otherwise be entitled under any other provisions of law.

Payments made by the public agency to a third party can be considered to be a taxable event.

Right to Appeal

Any aggrieved person may file a written appeal with the head of the Public Agency if the person believes the Public Agency has failed to properly determine his or her eligibility for relocation assistance advisory services or the amount of a relocation payment.

If you have a grievance, you will be given a prompt and full opportunity to be heard. You will also have the right to be represented by legal counsel or other representative in connection with the appeal, but solely at your own expense.

The Public Agency will promptly review your appeal and consider all pertinent justification and information available to ensure a fair and full review. The Public Agency will provide you with a written determination as well as an explanation of the decision. If you are still dissatisfied with the relief granted, the Public Agency will advise you of your right to seek judicial review of the Public Agency decision.

Section 4 – Loss of Business Goodwill

You may or may not be eligible to claim a loss of business goodwill. California law provides that under the circumstances detailed below, a business owner may be compensated for a loss of goodwill. Section 1263.510 of the California Civil Code of Procedure states:

(a) The owner of a business conducted on the property taken, or on the remainder if such property is part of a larger parcel, shall be compensated for loss of goodwill if the owner proves all of the following:

1. The loss is caused by the taking of the property or the injury to the remainder.

2. The loss cannot reasonably be prevented by relocation of the business or by taking steps and adopting procedures that a reasonably prudent person would take and adopt in preserving the goodwill.

3. Compensation for the loss will not be included in payments under Section 7262 of the Government Code.*

   *Section 7262 of the Government Code refers to compensation to displaced persons for moving and related expenses as a part of the cost of the acquisition of real property for a public use. *Compensation for the loss of goodwill under Section 1263.510 of the California Civil Code of Procedure will only be made to the extent such loss is not compensated for under Section 7262.*

4. Compensation for the loss will not be duplicated in the compensation otherwise awarded to the owner.

(b) Within the meaning of this article, "goodwill" consists of the benefits that accrue to a business as a result of its location, reputation for dependability, skill or quality and any other circumstances resulting in probable retention of old or acquisition of new patronage.

General Information

This brochure is provided to assist you in understanding your rights and benefits. If you have questions regarding your relocation please contact your Relocation Advisor. Additional information on relocation and acquisition requirements, the law, and the regulation can be found at www.fhwa.dot.gov/realesate.

This brochure has been provided to you as a courtesy by the Public Agency and Associated Right of Way Services, Inc. It is intended to provide general information concerning the Relocation Assistance Program. Further details regarding relocation assistance and benefits are set forth in the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs, 49 Code of Federal Regulation, part 24, and the Federal Highway Administration website. Please contact your Relocation Advisor for additional information regarding the Relocation Assistance Program.

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Appendix D.2
Personal Property Only Relocation Assistance Brochure

Relocation Assistance Handbook

Personal Property Only

Residential and Non-Residential

PROVIDED TO YOU AS A COURTESY BY

ARWS ASSOCIATED RIGHT OF WAY SERVICES, INC.

Summarizing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, including the Code of Federal Regulations ("CFR") Title 49, Part 24 dated January 4, 2005. Much of the content of this brochure was provided by the Federal Highway Administration and the California Department of Transportation.

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Introduction

Government programs designed to benefit the public as a whole often result in the acquisition of private property, and sometimes in the displacement of people and/or personal property from their residences, businesses, farm operations, or non-profit organizations. When Congress passed the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and amended it in 1987 ("Uniform Act") it recognized the need to balance the right of a public agency to acquire property with the rights of the occupants of the property being affected. The Uniform Act provides for the rights of persons affected by public and publicly assisted projects. As a public agency receiving federal funding for this project, the public agency must comply with the policies and provisions set forth in the Uniform Act and regulations. The Code of Federal Regulations ("CFR"), Title 49, Part 24, outline a public agencies rights and responsibilities to acquire property and to provide Relocation Assistance.

This brochure is an attempt to provide you with a summary of those laws and regulations. Certainly, the information provided in this brief brochure cannot provide you with answers to all of the specific questions and situations that might arise in the relocation of your residence, business, farm operation, non-profit organization, or personal property. Please work with your Relocation Advisor in order to understand how the Relocation Assistance Program relates to your specific relocation.

Please review this brochure carefully and present any questions to your Relocation Advisor. Section 1 of this brochure provides information about Relocation Advisory Assistance. Section 2 contains information for payments related to moving expenses. Section 3 provides additional information that is important to understand regarding the Relocation Assistance Program.

If you are required to move your personal property as a result of a publicly assisted program or project, a Relocation Advisor will contact you and will provide you with assistance. Your Relocation Advisor will answer your specific questions and will provide additional information that you may need to help you to understand the Relocation Assistance Program. If you have any questions regarding this brochure, please contact your Relocation Advisor.

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Important Terms Used in This Brochure

Agency

Relocation Advisory Assistance and Relocation Payments are administered by a public agency responsible for the acquisition of real property and/or the displacement of persons from property to be used for a publicly funded program or project. The public agency may be a State agency, a local agency, such as a county or a city, or a person carrying out a program or project with public financial assistance. A public agency may contract with a qualified individual or firm like Associated Right of Way Services, Inc. to administer the Relocation Assistance Program. However, the public agency remains responsible for the program.

Alien Not Lawfully Present

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Displaced Person

Any person (individual, family, partnership, association, or corporation) who moves from real property, or who moves personal property from real property as a direct result of:

(1) a written notice of intent to acquire by a public agency or as a result of the acquisition of real property in whole or in part, by a public agency or by any person having an agreement with or acting on behalf of a public agency, or as the result of a written order from a public agency to vacate the property for public use; or

(2) rehabilitation, demolition or other displacing activity undertaken by a public agency or by any person having an agreement with or acting on behalf of a public agency of real property on which the person is in lawful occupancy or conducts a business, and the displacement, lasts longer than 90 days. This definition includes those persons displaced as a result of a public action where they are displaced as a result of an owner participation agreement or an acquisition carried out by a private person for or in connection with a public use where the public agency is otherwise empowered to acquire the property to carry out the public use.

Unlawful Occupancy

An occupant is considered to be in unlawful occupancy if the occupant has been ordered to move by a court of competent jurisdiction or if the occupant's tenancy has been lawfully terminated by the owner for cause, the occupant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.

Section 1 – Relocation Advisory Assistance

A Relocation Advisor will assist you through the Relocation process and help locate a suitable replacement property. Relocation services are provided by Associated Right of Way Services, Inc. It is their goal and desire to be of service to you, and to assist you in any way possible to help you successfully relocate your personal property. Your Relocation Advisor is available to help and to advise you, so please make full use of their services. Do not hesitate to ask questions to ensure that you fully understand all your rights and benefits.

When your Relocation Advisor initially contacts you, they will interview you in order to explain the Relocation Program and to understand your specific relocation needs. Your Relocation Advisor will also ask you to describe the type of replacement site you are interested in finding. Your Relocation Advisor will explain the assistance and payments that you may claim in accordance with your eligibility. It is important that you explain any anticipated relocation problems to your Relocation Advisor. After the initial interview, your Relocation Advisor will deliver written information regarding your rights and will forward information on available replacement sites as that information becomes available.

Your Relocation Advisor will continue to work with you to help you to plan the relocation of your personal property to a replacement site. Your Relocation Advisor will help you to understand which costs are compensable under the Relocation Assistance Program and which costs are not.

The goal is to achieve a successful relocation into the community. Therefore, it is important that you work closely with your Relocation Advisor to evaluate and prepare for the move and searching out leads to available replacement sites.

Section 2 – Available Relocation Payments

You may request reimbursement on the basis of actual and reasonable moving and related expenses. Actual and reasonable moving and related expenses may be paid when the move is performed by a professional mover or if you move yourself.

You must provide your Relocation Advisor with an inventory of the personal property to be moved and advance notice of the approximate date of the move. Your Relocation Advisor will need to inspect the personal property at the displacement and replacement sites, and to monitor the move in order to assess your eligibility for certain moving payments.

Actual, Reasonable, and Necessary Moving Costs

You may be paid the actual, reasonable, and necessary cost of your move when the move is performed by a professional mover or when you elect to move yourself, however, all your moving costs must be supported by paid receipts or other evidence of expenses incurred. You may include in your claim the reasonable costs for:

- Transportation of persons and property not to exceed a distance of 50 miles from the site from which the personal property was displaced, except where relocation beyond 50 miles is justified;
- Packing, crating, unpacking and uncrating personal property;
- Storage of personal property for a period generally not to exceed 12 months, as determined by the pubic agency to be necessary in connection with relocation;
- Insurance of personal property while in storage or transit; and
- The reasonable replacement value of property lost, stolen or damaged (not through the fault or negligence of the displaced person, his agent or employee) in the process of moving, where insurance coving such loss theft or damage is not reasonable available.
- The cost of disconnecting, dismantling, removing, reassembling, reconnecting and reinstalling machinery, equipment or other personal property (including goods and inventory kept for sale) not acquired by the public agency, including connection charged imposed by public utilities for starting utility service.
- The cost of modifying the machinery, equipment or other personal property to adapt it to the replacement location or to utilities available at the replacement location or modifying the power supply. These costs must be directly related to modifications of personal property.

All costs claimed under this section must be reasonable and necessary. The costs will only be considered if the costs could not have been avoided or substantially reduced at an alternate available site.

This is not an inclusive list of moving and related expenses. Your Relocation Advisor will provide you with a complete explanation of reimbursable expenses.

Estimated Cost Move

If you agree to take full responsibility for all or part of the move, the public agency may approve a payment not to exceed the lower of two acceptable bids or estimates obtained from qualified moving firms, or moving consultants. A low cost or uncomplicated move may be based on a single bid or estimate at the public agency's discretion. The advantage of this moving option is that it relieves you from documenting all moving expenses because the payment is limited to the amount of the lowest acceptable bid or estimate. The public agency may make the payment without additional documentation.

Low Value High Bulk Property

If the public agency considers a personal property item to be of low value and high bulk, and moving costs are disproportionate to its value (such as minerals, metals, rock, or topsoil), the allowable moving cost payment shall not exceed the lesser of the amount which would be received if the personal property were sold at the site, or, the replacement cost of a comparable quantity delivered to the replacement site.

Advance Payments

You may be paid for anticipated moving expenses in advance of the actual move whenever later payment would result in financial hardship. Please discuss this option with your Relocation Advisor.

Filing of Claims for Payment

All claims filed with the public agency shall be submitted within 18 months of the later of (1) the date on which the claimant receives final payment for the purchase of the property, if applicable, or, (2) the date on which the property is vacated. Most claims will be paid within three weeks of submission of a fully documented claim for payment.

Relocation Payments are not Considered to be Income

No relocation payment received will be considered as income for the purpose of the Internal Revenue Code, Personal Income Tax Law, Part 10 (commencing with Section 17001) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code.

No relocation payment received will be considered income or resources to any recipient of public assistance and such payments shall not be deducted from the amount of aid to which the recipient would otherwise be entitled under any other provisions of law.

Payments made by the public agency to a third party can be considered to be a taxable event.

Right to Appeal

Any aggrieved person may file a written appeal with the head of the public agency if the person believes the public agency has failed to properly determine his or her eligibility for relocation assistance advisory services or the amount of a relocation payment.

If you have a grievance, you will be given a prompt and full opportunity to be heard. You will also have the right to be represented by legal counsel or other representative in connection with the appeal, but solely at your own expense.

The public agency will promptly review your appeal and consider all pertinent justification and information available to ensure a fair and full review. The public agency will provide you with a written determination as well as an explanation of the decision. If you are still dissatisfied with the relief granted, the public agency will advise you of your right to seek judicial review of the public agency decision.

General Information

This brochure is provided to assist you in understanding your rights and benefits. If you have questions regarding your relocation please contact your Relocation Advisor. Additional information on relocation and acquisition requirements, the law, and the regulation can be found at http://www.fhwa.dot.gov/realestate/.

This brochure has been provided to you as a courtesy by the Public Agency and Associated Right of Way Services, Inc. It is intended to provide general information concerning the Relocation Assistance Program. Further details regarding relocation assistance and benefits are set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, the Code of Federal Regulation, Title 49, Part 24, and the Federal Highway Administration website. Please contact your Relocation Advisor for additional information regarding the Relocation Assistance Program.

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Appendix D.3
180-Day Residential Owner-Occupant Relocation Assistance Brochure

Relocation Assistance Handbook

Rights and Benefits under the Federal Relocation Assistance Program for Affected 180 Day Homeowner Occupants

PROVIDED TO YOU AS A COURTESY BY

ARWS ASSOCIATED RIGHT OF WAY SERVICES, INC.

Summarizing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, including the Code of Federal Regulations ("CFR") Title 49, Part 24 dated January 4, 2005. Much of the content of this brochure was provided by the Federal Highway Administration and the California Department of Transportation.

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Introduction

Government programs designed to benefit the public as a whole often result in the acquisition of private property, and sometimes in the displacement of people and/or personal property from their residences, businesses, farm operations, or non-profit organizations. When Congress passed the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and amended it in 1987 ("Uniform Act") it recognized the need to balance the right of a public agency to acquire property with the rights of the occupants of the property being affected. The Uniform Act provides for the rights of persons affected by public and publicly assisted projects. As a public agency receiving federal funding for this project, the public agency must comply with the policies and provisions set forth in the Uniform Act and regulations. The Code of Federal Regulations ("CFR"), Title 49, Part 24, outline a public agencies rights and responsibilities to acquire property and to provide Relocation Assistance.

This brochure is an attempt to provide you with a summary of those laws and regulations. Certainly, the information provided in this brief brochure cannot provide you with answers to all of the specific questions and situations that might arise in the relocation of your residence, business, farm operation, non-profit organization, or personal property. Please work with your Relocation Advisor in order to understand how the Relocation Assistance Program ("Program") relates to your specific relocation.

If you are required to move from your home as a result of a publicly assisted program or project, a Relocation Advisor will contact you and will provide you with assistance. It is important that each household meet with a Relocation Advisor to understand their rights and responsibilities under the Program. If a household is determined to be eligible to receive Relocation Assistance under the Program, then the household will be given a **Notice of Eligibility** and later a **Conditional Entitlement Letter.** Each household will also be given a copy of this **Relocation Assistance Handbook**. These documents will identify all of the benefits and conditions for receipt of benefits for the household. These benefits and conditions are briefly described below.

The Uniform Act requires public agencies to provide each household with a knowledgeable Relocation Advisor to help them through the process, to provide them with notices as required, and to provide them with verbal and written information. Mr. Brad Henderson of Associated Right of Way Services, Inc. ("AR/WS") will be providing Relocation Advisory Assistance for the households affected by this project and will be available to answer questions and to help the households throughout this process. If you have any questions regarding this brochure, please contact your Relocation Advisor.

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Important Terms Used in This Brochure

Agency

Relocation Advisory Assistance and Relocation Payments are administered by a public agency responsible for the acquisition of real property and/or the displacement of persons from property to be used for a publicly funded program or project. The public agency may be a State agency, a local agency, such as a county or a city, or a person carrying out a program or project with public financial assistance. A public agency may contract with a qualified individual or firm like Associated Right of Way Services, Inc. to administer the Relocation Assistance Program. However, the public agency remains responsible for the program.

Alien Not Lawfully Present

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Comparable Replacement Dwelling

A definition of a comparable replacement dwelling is a dwelling that is of similar size and type to the acquired dwelling. A more specific definition would include:

(1) Decent, safe, and sanitary as described below.

(2) Functionally equivalent to the displacement dwelling. The term "functionally equivalent" means that it performs the same function, provides the same utility, and is capable of contributing to a comparable style of living.

(3) Adequate in size to accommodate the family being displaced.

(4) In an area not subject to unreasonable adverse environmental conditions from either natural or manmade sources.

(5) In a location generally not less desirable than the location of the displacement dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the place of employment.

(6) On a site that is typical in size for residential development with normal site improvements.

(7) Available to all persons regardless of race, color, religion, sex, marital status, or national origin.

Decent, Safe, & Sanitary (DS&S)

In order to meet decent, safe, and sanitary requirements, a replacement site must meet the following criteria:

(1) Be structurally sound, clean, weather tight, in good repair, and adequately maintained.

(2) Contain a safe electrical wiring system adequate for lighting and other devises.

(3) Contain a safe heating system capable of sustaining a healthful temperature.

(4) Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced persons(s).

(5) Have a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system.

(6) Contain unobstructed egress to safe, open space at ground level. If the dwelling unit is on the second story or above, with access directly from or through a common corridor, the common corridor must have at least two means of egress.

(7) Be free of any barriers which prevent reasonable ingress, egress, or use of the dwelling by such displaced person.

Dwelling. The place of permanent or customary and usual residence of a person, according to local custom or law, including a single family house; a single family unit in a two-family, multi-family, or multi-purpose property; a unit of a condominium or cooperative housing project; a non-housekeeping unit; a mobile home; or any other residential unit.

Displaced Person

Any person (individual, family, partnership, association, or corporation) who moves from real property, or who moves personal property from real property as a direct result of:

(1) a written notice of intent to acquire by a public agency or as a result of the acquisition of real property in whole or in part, by a public agency or by any person having an agreement with or acting on behalf of a public agency, or as the result of a written order from a public agency to vacate the property for public use; or

(2) rehabilitation, demolition or other displacing activity undertaken by a public agency or by any person having an agreement with or acting on behalf of a public agency of real property on which the person is in lawful occupancy or conducts a business, and the displacement, lasts longer than 90 days. This definition includes those persons displaced as a result of a public action where they are displaced as a result of an owner participation agreement or an acquisition carried out by a private person for or in connection with a public use where the public agency is otherwise empowered to acquire the property to carry out the public use.

Eligible Homeowner Occupant.

A person is considered to have met the requirement to own a dwelling if the person purchases or holds any of the following interests in real property:

(1) Fee title, a life estate, a land contract, a 99-year lease, oral lease included any options for extension with at least 50 years remaining from the date of acquisition; or

(2) An interest in a cooperative housing project which includes the right to occupy a dwelling; or

(3) A contract to purchase any interest or estates; or

(4) Any other interests, including a partial interest, which in the judgment of THE PUBLIC AGENCY warrants consideration as ownership.

(5) For the purpose of receiving Replacement Housing Payments, an eligible homeowner occupant is one who has owned and occupied the property for 180 or more days prior to the initiation of negotiations to purchase the property.

Unlawful Occupancy

An occupant is considered to be in unlawful occupancy if the occupant has been ordered to move by a court of competent jurisdiction or if the occupant's tenancy has been lawfully terminated by the owner for cause, the occupant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.

Section 1 – Relocation Advisory Assistance

A Relocation Advisor will assist you through the Relocation process and help find comparable, decent, safe, and sanitary replacement housing that is available to the household. Your Relocation Advisor will provide assistance to eligible households so that each can obtain comparable housing, including assistance in the referral of complaints of discrimination to the appropriate Federal, State or local fair housing enforcement agency. Each household should meet with their Relocation Advisor in order to provide information as requested so that your Relocation Advisor can provide assistance as needed. Your Relocation Advisor will also prepare claim forms and help each household to file those claims for reimbursement under the Relocation Assistance Program.

Relocation services are provided by Associated Right of Way Services, Inc. It is their goal and desire to be of service to you, and to assist you in any way possible to help you with your relocation. Your Relocation Advisor is available to help and to advise you, so please make full use of their services. Do not hesitate to ask questions to ensure that you fully understand all your rights and benefits.

When your Relocation Advisor initially contacts you, they will interview you in order to explain the Relocation Program and to understand your specific relocation needs. Your Relocation Advisor will also ask you to describe the type of replacement property you are interested in finding. Your Relocation Advisor will explain the assistance and payments that you may claim in accordance with your eligibility. It is important that you explain any anticipated relocation problems to your Relocation Advisor. After the initial interview, your Relocation Advisor will deliver written information regarding your rights and will forward information on available replacement properties as that information becomes available.

Your Relocation Advisor will continue to work with you to help you to plan for your move to a replacement property. Your Relocation Advisor will help you to understand which costs are compensable under the Relocation Assistance Program and which costs are not.

The goal is to achieve a successful relocation within the community. Therefore, it is important that you work closely with your Relocation Advisor to evaluate and prepare for the move and searching out leads to available replacement properties.

Section 2 – Moving Cost Assistance

Each displaced household is entitled to receive a moving payment to move their personal property to their replacement home. The Relocation Program covers specific costs related to the move. Each household may elect one of the two options for cost reimbursement as outlined below for each move:

Fixed Moving Expense and Dislocation Allowance

A household may choose to move their own personal property to the replacement site and to submit a claim based on the following Moving Expense and Dislocation Allowance Schedule published by the Code of Federal Regulations.

Occupant Owns Furniture									Occupant does not own furniture	
Number of Rooms of Furniture										
1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms	Addt'l room	1 room/ no furn.	Additional room no furn.
$685	$880	$1,100	$1,295	$1,570	$1,815	$2,090	$2,365	$250	$450	$85

The Fixed Moving Expense option includes compensation for the cost to reconnect appliances and utilities.

Actual, Reasonable, and Necessary Moving Costs and Related Expenses

You may be paid the actual, reasonable, and necessary cost of your move when the move is performed by a professional mover or when you elect to move yourself; however, all your moving costs must be supported by paid receipts or other evidence of expenses incurred. You must provide your Relocation Advisor with an inventory of the personal property to be moved and advance notice of the approximate date of the move. Your Relocation Advisor will need to inspect your personal property at the displacement and replacement sites, and to monitor the move in order to assess your eligibility for certain moving payments.

You may include in your claim the reasonable costs for:

- Transportation of persons and property not to exceed a distance of 50 miles from the site from which the personal property was displaced, except where relocation beyond 50 miles is justified;
- Packing, crating, unpacking and uncrating personal property;
- Temporary storage of personal property for a period generally not to exceed 12 months, as determined by the pubic agency to be necessary in connection with relocation;
- Insurance of personal property while in storage or transit; and
- The cost of disconnecting and reconnecting of household appliances.

- Additional compensation provides for reimbursement for any one-time utility reconnection fees, such as phone, gas, electric, and cable.

The public agency can make a direct payment to the professional moving carrier under this option or pay the household once paid invoices have been submitted for review. If you agree to take full responsibility for all or part of the move, the public agency may approve a payment not to exceed the lower of two acceptable bids or estimates obtained from qualified moving firms, or moving consultants.

All costs claimed under this section must be reasonable and necessary. The costs will only be considered if the costs could not have been avoided or substantially reduced at an alternate available site. This is not an inclusive list of moving and related expenses. Your Relocation Advisor will provide you with a complete explanation of reimbursable expenses.

Section 3 – Replacement Housing Payments

If an eligible homeowner occupant household chooses to purchase a replacement property, the household may be eligible to receive assistance by means of a **Price Differential** based on the difference between the cost of a comparable dwelling and the amount the public agency paid for the purchase of the acquired home. Once the amount of that payment has been determined, each household will receive a Conditional Entitlement Letter from the public agency that describes this benefit in greater detail. In order to receive this assistance, a household would need to purchase a decent, safe, and sanitary dwelling (as determined by an inspection performed by the public agency). A Price Differential cannot exceed $22,500 unless the household meets the requirements under the Last Resort Housing Program.

An eligible homeowner occupant may receive reimbursement for a **Mortgage Differential** based on the term, loan balance and interest rate of the new mortgage at the replacement site. This payment has limits as established by the prevailing market rate as well as the term, loan balance, and interest rate at the property you now occupy. Each household must work closely with a Relocation Advisor to fully understand this complex payment.

An eligible homeowner occupant may receive assistance with **Incidental Expenses** that are incurred when purchasing a comparable replacement property. This payment is based on non-recurring or one-time costs related to closing the escrow. It does not assist with recurring (periodic) costs such as annual taxes, insurance, or warranties. Again, each household will need to work closely with a Relocation Advisor as some of the expense can be deposited directly into the escrow account for the replacement home.

An eligible homeowner occupant may choose to rent rather than purchase a replacement property. In this case, the homeowner may be eligible to receive a **Rent Differential** payment based on the "economic rent" of the property now occupied, and the rental rate of a comparable replacement property, computed over a 42-month period. The Rent Differential payment may be zero, but it cannot exceed the amount of the Price Differential. Any household interested in this option should contact their Relocation Advisor for a calculation of this alternate payment.

IMPORTANT: To receive the replacement housing payments, a household must purchase or rent and occupy a replacement dwelling within one year from the later of the following two dates: 1) the date at least one comparable replacement dwelling has been made available to the household, or 2) the date that the public agency has paid the acquisition cost of the current dwelling *(usually the close of escrow)*. Failure to act within the one-year period could result in loss of all replacement housing benefits.

Replacement Housing Payments are to be used only to purchase homes that meet basic Decent, Safe and Sanitary housing standards. Occupants should not execute a purchase agreement or rental agreement until a Relocation Advisor has inspected and certified in writing that the dwelling meets basic standards. It is important that no household jeopardizes their right to receive a replacement housing payment by moving into a substandard dwelling.

The public agency will conduct a Housing Valuation Study for the type of housing unit needed to determine the cost of a comparable replacement dwelling. The permanently displaced household will receive a Conditional Entitlement Letter that describes all relocation benefits and the maximum Rent Differential Payment to which the household is entitled. The Letter will also explain the **"spend to get"** requirement. The "spend to get" requirement means that benefit payments will be made by the public agency only when the household demonstrates that entitlement amounts have been or will be spent. Payments must be used for reasonable and necessary expenses related to replacement housing.

Section 4 – Last Resort Housing Program

Housing of Last Resort is a program that allows for the implementation of certain regulations to ensure that comparable replacement housing is available and is available within the financial means of the displaced person. Last Resort Housing is a procedure wherein the public agency, based upon additional documentation, may exceed the $22,500 monetary limit to enable a displaced person to purchase a comparable replacement dwelling. Several methods to provide Last Resort Housing to qualified displaced persons are available to the public agency:

1. Provide supplemental funds in excess of the standard limit to allow occupants to replace their current home with an affordable dwelling. All payments are based on the most comparable replacement property as approved in the Housing Valuation Studies. As with all other replacement housing payments, displaced occupants must meet spend to get requirements in order to claim payments.

2. Build new replacement housing or rehabilitate existing units or provide funds for private parties to rehabilitate existing units for occupancy by displaced households.

The public agency has determined that it will provide supplemental replacement housing funds to bring the unit within the financial means of the displaced household. The actual amount of assistance will be determined once a Housing Valuation Study has been completed and each household has provided financial information. If a household is eligible to receive assistance under Housing of Last Resort, the household will be notified in writing.

Filing of Claims for Payment

All claims filed with the public agency shall be submitted within 18 months of the later of (1) the date on which the claimant receives final payment for the purchase of the property, if applicable, or, (2) the date on which the property is vacated. Most claims will be paid within three weeks of submission of a fully documented claim for payment.

Relocation Payments are not Considered to be Income

No relocation payment received will be considered as income for the purpose of the Internal Revenue Code, Personal Income Tax Law, Part 10 (commencing with Section 17001) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code.

No relocation payment received will be considered income or resources to any recipient of public assistance and such payments shall not be deducted from the amount of aid to which the recipient would otherwise be entitled under any other provisions of law.

Payments made by the public agency to a third party can be considered to be a taxable event.

Right to Appeal

Any aggrieved person may file a written appeal with the head of the public agency if the person believes the public agency has failed to properly determine his or her eligibility for relocation assistance, advisory services or the amount of a relocation payment.

If you have a grievance, you will be given a prompt and full opportunity to be heard. You will also have the right to be represented by legal counsel or other representative in connection with the appeal, but solely at your own expense.

The public agency will promptly review your appeal and consider all pertinent justification and information available to ensure a fair and full review. The public agency will provide you with a written determination as well as an explanation of the decision. If you are still dissatisfied with the relief granted, the public agency will advise you of your right to seek judicial review of the public agency decision.

General Information

This brochure is provided to assist you in understanding your rights and benefits. If you have questions regarding your relocation please contact your Relocation Advisor. Additional information on relocation and acquisition requirements, the law, and the regulation can be found at http://www.fhwa.dot.gov/realestate/.

This brochure has been provided to you as a courtesy by the Public Agency and Associated Right of Way Services, Inc. It is intended to provide general information concerning the Relocation Assistance Program. Further details regarding relocation assistance and benefits are set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, the Code of Federal Regulation, Title 49, Part 24, and the Federal Highway Administration website. Please contact your Relocation Advisor for additional information regarding the Relocation Assistance Program.

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Appendix D.4
Residential Tenant-Occupant Relocation Assistance Brochure

Relocation Assistance Handbook

Rights and Benefits under the Federal Relocation Assistance Program for Affected Residential Tenant Occupants

PROVIDED TO YOU AS A COURTESY BY

ARWS ASSOCIATED RIGHT OF WAY SERVICES, INC.

Summarizing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, including the Code of Federal Regulations ("CFR") Title 49, Part 24 dated January 4, 2005. Much of the content of this brochure was provided by the Federal Highway Administration and the California Department of Transportation.

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Introduction

Government programs designed to benefit the public as a whole often result in the acquisition of private property, and sometimes in the displacement of people and/or personal property from their residences, businesses, farm operations, or non-profit organizations. When Congress passed the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and amended it in 1987 ("Uniform Act") it recognized the need to balance the right of a public agency to acquire property with the rights of the occupants of the property being affected. The Uniform Act provides for the rights of persons affected by public and publicly assisted projects. As a public agency receiving federal funding for this project, the public agency must comply with the policies and provisions set forth in the Uniform Act and regulations. The Code of Federal Regulations ("CFR"), Title 49, Part 24, outline a public agencies rights and responsibilities to acquire property and to provide Relocation Assistance.

This brochure is an attempt to provide you with a summary of those laws and regulations. Certainly, the information provided in this brief brochure cannot provide you with answers to all of the specific questions and situations that might arise in the relocation of your residence, business, farm operation, non-profit organization, or personal property. Please work with your Relocation Advisor in order to understand how the Relocation Assistance Program ("Program") relates to your specific relocation.

If you are required to move from your home as a result of a publicly assisted program or project, a Relocation Advisor will contact you and will provide you with assistance. It is important that each household meet with a Relocation Advisor to understand their rights and responsibilities under the Program. If a household is determined to be eligible to receive Relocation Assistance under the Program, then the household will be given a **Notice of Eligibility** and later a **Conditional Entitlement Letter.** Each household will also be given a copy of this **Relocation Assistance Handbook**. These documents will identify all of the benefits and conditions for receipt of benefits for the household. These benefits and conditions are briefly described below.

The Uniform Act requires public agencies to provide each household with a knowledgeable Relocation Advisor to help them through the process, to provide them with notices as required, and to provide them with verbal and written information. Mr. Brad Henderson of Associated Right of Way Services, Inc. ("AR/WS") will be providing Relocation Advisory Assistance for the households affected by this project and will be available to answer questions and to help the households throughout this process. If you have any questions regarding this brochure, please contact your Relocation Advisor.

Mr. Brad Henderson, Right of Way Consultant
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Important Terms Used in This Brochure

Agency

Relocation Advisory Assistance and Relocation Payments are administered by a public agency responsible for the acquisition of real property and/or the displacement of persons from property to be used for a publicly funded program or project. The public agency may be a State agency, a local agency, such as a county or a city, or a person carrying out a program or project with public financial assistance. A public agency may contract with a qualified individual or firm like Associated Right of Way Services, Inc. to administer the Relocation Assistance Program. However, the public agency remains responsible for the program.

Alien Not Lawfully Present

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Comparable Replacement Dwelling

A definition of a comparable replacement dwelling is a dwelling that is of similar size and type to the acquired dwelling. A more specific definition would include:

(1) Decent, safe, and sanitary as described below.

(2) Functionally equivalent to the displacement dwelling. The term "functionally equivalent" means that it performs the same function, provides the same utility, and is capable of contributing to a comparable style of living.

(3) Adequate in size to accommodate the family being displaced.

(4) In an area not subject to unreasonable adverse environmental conditions from either natural or manmade sources.

(5) In a location generally not less desirable than the location of the displacement dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the place of employment.

(6) On a site that is typical in size for residential development with normal site improvements.

(7) Available to all persons regardless of race, color, religion, sex, marital status, or national origin.

Decent, Safe, & Sanitary (DS&S)

In order to meet decent, safe, and sanitary requirements, a replacement site must meet the following criteria:

(1) Be structurally sound, clean, weather tight, in good repair, and adequately maintained.

(2) Contain a safe electrical wiring system adequate for lighting and other devises.

(3) Contain a safe heating system capable of sustaining a healthful temperature.

(4) Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced persons(s).

(5) Have a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system.

(6) Contain unobstructed egress to safe, open space at ground level. If the dwelling unit is on the second story or above, with access directly from or through a common corridor, the common corridor must have at least two means of egress.

(7) Be free of any barriers which prevent reasonable ingress, egress, or use of the dwelling by such displaced person.

Dwelling. The place of permanent or customary and usual residence of a person, according to local custom or law, including a single family house; a single family unit in a two-family, multi-family, or multi-purpose property; a unit of a condominium or cooperative housing project; a non-housekeeping unit; a mobile home; or any other residential unit.

Displaced Person

Any person (individual, family, partnership, association, or corporation) who moves from real property, or who moves personal property from real property as a direct result of:

(1) a written notice of intent to acquire by a public agency or as a result of the acquisition of real property in whole or in part, by a public agency or by any person having an agreement with or acting on behalf of a public agency, or as the result of a written order from a public agency to vacate the property for public use; or

(2) rehabilitation, demolition or other displacing activity undertaken by a public agency or by any person having an agreement with or acting on behalf of a public agency of real property on which the person is in lawful occupancy or conducts a business, and the displacement, lasts longer than 90 days. This definition includes those persons displaced as a result of a public action where they are displaced as a result of an owner participation agreement or an acquisition carried out by a private person for or in connection with a public use where the public agency is otherwise empowered to acquire the property to carry out the public use.

Unlawful Occupancy

An occupant is considered to be in unlawful occupancy if the occupant has been ordered to move by a court of competent jurisdiction or if the occupant's tenancy has been lawfully terminated by the owner for cause, the occupant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.

Section 1 – Relocation Advisory Assistance

A Relocation Advisor will assist you through the Relocation process and help find comparable, decent, safe, and sanitary replacement housing that is available to the household. Your Relocation Advisor will provide assistance to eligible households so that each can obtain comparable housing, including assistance in the referral of complaints of discrimination to the appropriate Federal, State or local fair housing enforcement agency. Each household should meet with their Relocation Advisor in order to provide information as requested so that your Relocation Advisor can provide assistance as needed. Your Relocation Advisor will also prepare claim forms and help each household to file those claims for reimbursement under the Relocation Assistance Program.

Relocation services are provided by Associated Right of Way Services, Inc. It is their goal and desire to be of service to you, and to assist you in any way possible to help you with your relocation. Your Relocation Advisor is available to help and to advise you, so please make full use of their services. Do not hesitate to ask questions to ensure that you fully understand all your rights and benefits.

When your Relocation Advisor initially contacts you, they will interview you in order to explain the Relocation Program and to understand your specific relocation needs. Your Relocation Advisor will also ask you to describe the type of replacement property you are interested in finding. Your Relocation Advisor will explain the assistance and payments that you may claim in accordance with your eligibility. It is important that you explain any anticipated relocation problems to your Relocation Advisor. After the initial interview, your Relocation Advisor will deliver written information regarding your rights and will forward information on available replacement properties as that information becomes available.

Your Relocation Advisor will continue to work with you to help you to plan for your move to a replacement property. Your Relocation Advisor will help you to understand which costs are compensable under the Relocation Assistance Program and which costs are not.

The goal is to achieve a successful relocation within the community. Therefore, it is important that you work closely with your Relocation Advisor to evaluate and prepare for the move and searching out leads to available replacement properties.

Section 2 – Moving Cost Assistance

Each displaced household is entitled to receive a moving payment to move their personal property to their replacement home. The Relocation Program covers specific costs related to the move. Each household may elect one of the two options for cost reimbursement as outlined below for each move:

Fixed Moving Expense and Dislocation Allowance

A household may choose to move their own personal property to the replacement site and to submit a claim based on the following Moving Expense and Dislocation Allowance Schedule published by the Code of Federal Regulations.

Occupant Owns Furniture									Occupant does not own furniture	
Number of Rooms of Furniture										
1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms	Addt'l room	1 room/ no furn.	Additional room no furn.
$685	$880	$1,100	$1,295	$1,570	$1,815	$2,090	$2,365	$250	$450	$85

The Fixed Moving Expense option includes compensation for the cost to reconnect appliances and utilities.

Actual, Reasonable, and Necessary Moving Costs and Related Expenses

You may be paid the actual, reasonable, and necessary cost of your move when the move is performed by a professional mover or when you elect to move yourself; however, all your moving costs must be supported by paid receipts or other evidence of expenses incurred. You must provide your Relocation Advisor with an inventory of the personal property to be moved and advance notice of the approximate date of the move. Your Relocation Advisor will need to inspect your personal property at the displacement and replacement sites, and to monitor the move in order to assess your eligibility for certain moving payments.

You may include in your claim the reasonable costs for:

- Transportation of persons and property not to exceed a distance of 50 miles from the site from which the personal property was displaced, except where relocation beyond 50 miles is justified;
- Packing, crating, unpacking and uncrating personal property;
- Temporary storage of personal property for a period generally not to exceed 12 months, as determined by the pubic agency to be necessary in connection with relocation;
- Insurance of personal property while in storage or transit; and
- The cost of disconnecting and reconnecting of household appliances.

- Additional compensation provides for reimbursement for any one-time utility reconnection fees, such as phone, gas, electric, and cable.

The public agency can make a direct payment to the professional moving carrier under this option or pay the household once paid invoices have been submitted for review. If you agree to take full responsibility for all or part of the move, the public agency may approve a payment not to exceed the lower of two acceptable bids or estimates obtained from qualified moving firms, or moving consultants.

All costs claimed under this section must be reasonable and necessary. The costs will only be considered if the costs could not have been avoided or substantially reduced at an alternate available site. This is not an inclusive list of moving and related expenses. Your Relocation Advisor will provide you with a complete explanation of reimbursable expenses.

Section 3 – Replacement Housing Payments

A **Rent Differential Payment** is available to assist permanently displaced households in either renting or purchasing a replacement dwelling. To qualify for this payment, an eligible displaced person must have lived in the affected property as a legal resident for 90 days prior to the initial written offer to purchase the property. In addition, the person must be able to demonstrate that the property was their primary residence for that 90 day period. To claim the payment, the displaced person must occupy a decent, safe, and sanitary replacement dwelling within 12 months after moving to a replacement property. A Rent Differential Payment cannot exceed $5,250 unless the household meets the requirements under the Last Resort Housing Program.

The purpose of Replacement Housing Payments is to provide assistance with actual and reasonable increased housing costs so that replacement housing is available within the financial means of the affected household. The assistance is calculated as shown below and is available to help with actual increased housing costs for 42 months. This amount will be paid directly to the tenant or to the tenant's designee. Assistance may be paid as a lump sum, monthly installments, or other periodic payments.

Computation for Monthly Replacement Housing Payments

Lesser of:

Cost to Rent Comparable Replacement Housing + Estimated Utility Costs

or

The Actual Cost to Rent Comparable Replacement Housing + Estimated Utility Costs

Minus the Lesser of:

Current Rent + Average Monthly Utilities

or

30% of the Household's Gross Monthly Income **if household is "Low Income"**[1]

[1] As determined by the U.S. Department of Housing and Urban Development's Annual Survey of Income Limits for the Public Housing and Section 8 Programs (http://www.fhwa.dot.gov/realestate/us/ualic.htm)

A Housing Valuation Study will be prepared for the type of housing unit needed to determine the cost of a comparable replacement dwelling. Each household will receive a Conditional Entitlement Letter that describes all relocation benefits and the maximum Rent Differential Payment to which the household is entitled. The Letter will also explain the **"spend to get"** requirement. The "spend to get" requirement means that benefit payments will be made only when the household demonstrates that entitlement amounts have been or will be spent for reasonable and necessary expenses related to replacement housing.

A Relocation Advisor is available to provided specific information about entitlement in writing to each eligible household. The Relocation Advisor will also contact property owners, landlords, lenders, and Realtors as needed and as directed by the household to help to secure replacement housing and to explain the assistance that is available under the Relocation Program. Any person with special needs should communicate these needs to a Relocation Advisor early in the search for housing so that those needs can be accommodated.

Purchasing a Replacement Dwelling: If a displaced household chooses to buy (rather than rent) a replacement dwelling, the Replacement Housing Payment could be converted into a down payment to purchase and a decent, safe, and sanitary replacement home within one year of the date the household moves from the affected property. The amount of the down payment shall not exceed the amount of a reasonable down payment for a comparable dwelling plus non-recurring expenses incidental to the purchase. For additional information regarding this payment option, please contact your Relocation Advisor.

IMPORTANT: To receive the replacement housing payments, a household must rent or purchase and occupy a replacement dwelling within one year from the later of the following two dates: 1) the date at least one comparable replacement dwelling has been made available to the household, or 2) the date that the household vacates the acquired Property. Failure to act within the one-year period could result in loss of all replacement housing benefits.

Replacement Housing Payments are to be used only to rent or purchase homes that meet basic Decent, Safe and Sanitary housing standards. Occupants should not execute a purchase agreement or rental agreement until a Relocation Advisor has inspected and certified in writing that the dwelling meets basic standards. It is important that no household jeopardizes their right to receive a replacement housing payment by moving into a substandard dwelling.

Section 4 – Last Resort Housing Program

Housing of Last Resort is a program that allows for the implementation of certain regulations to ensure that comparable replacement housing is available and is available within the financial means of the displaced person. Last Resort Housing is a procedure wherein the public agency, based upon additional documentation, may exceed the $5,250 monetary limit to enable a displaced person to rent a comparable replacement dwelling. Several methods to provide Last Resort Housing to qualified displaced persons are available to the public agency:

1. Provide supplemental funds in excess of the standard limit to allow occupants to replace their current home with an affordable dwelling. All payments are based on the most comparable replacement property as approved in the Housing Valuation Studies. As with all other replacement housing payments, displaced occupants must meet spend to get requirements in order to claim payments.

2. Build new replacement housing or rehabilitate existing units or provide funds for private parties to rehabilitate existing units for occupancy by displaced households.

The public agency has determined that it will provide supplemental replacement housing funds to bring the unit within the financial means of the displaced household. The actual amount of assistance will be determined once a Housing Valuation Study has been completed and each household has provided financial information. If a household is eligible to receive assistance under Housing of Last Resort, the household will be notified in writing.

Section 5 – Important Information Regarding Relocation Assistance

Filing of Claims for Payment

All claims filed with the public agency shall be submitted within 18 months of the later of (1) the date on which the claimant receives final payment for the purchase of the property, if applicable, or, (2) the date on which the property is vacated. Most claims will be paid within three weeks of submission of a fully documented claim for payment.

Relocation Payments are not Considered to be Income

No relocation payment received will be considered as income for the purpose of the Internal Revenue Code, Personal Income Tax Law, Part 10 (commencing with Section 17001) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax Law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code.

No relocation payment received will be considered income or resources to any recipient of public assistance and such payments shall not be deducted from the amount of aid to which the recipient would otherwise be entitled under any other provisions of law.

Payments made by the public agency to a third party can be considered to be a taxable event.

Right to Appeal

Any aggrieved person may file a written appeal with the head of the public agency if the person believes the public agency has failed to properly determine his or her eligibility for relocation assistance, advisory services or the amount of a relocation payment.

If you have a grievance, you will be given a prompt and full opportunity to be heard. You will also have the right to be represented by legal counsel or other representative in connection with the appeal, but solely at your own expense.

The public agency will promptly review your appeal and consider all pertinent justification and information available to ensure a fair and full review. The public agency will provide you with a written determination as well as an explanation of the decision. If you are still dissatisfied with the relief granted, the public agency will advise you of your right to seek judicial review of the public agency decision.

General Information

This brochure is provided to assist you in understanding your rights and benefits. If you have questions regarding your relocation please contact your Relocation Advisor. Additional information on relocation and acquisition requirements, the law, and the regulation can be found at http://www.fhwa.dot.gov/realestate/.

This brochure has been provided to you as a courtesy by the Public Agency and Associated Right of Way Services, Inc. It is intended to provide general information concerning the Relocation Assistance Program. Further details regarding relocation assistance and benefits are set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, the Code of Federal Regulation, Title 49, Part 24, and the Federal Highway Administration website. Please contact your Relocation Advisor for additional information regarding the Relocation Assistance Program.

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Appendix E.1
State, CDBG, and HOME Income Limits for Solano County
State, CDBG's and HOME's Table of 2012 Income Limits
Income Limits for Solano Costa County

Income Category	Number of Persons in Household							
	1	2	3	4	5	6	7	8
30% Limit	17,400	19,850	23,750	24,800	26,800	28,800	30,800	32,750
50% Limit	28,950	33,050	37,200	41,300	44,650	47,950	51,250	54,550
60% Limit	34,470	39,660	44,460	49,560	53,580	57,540	61,500	65,460
80% Limit *(Lower Income)*	45,500	52,000	58,500	65,000	70,200	75,400	80,600	85,800

Area Median Income: ***$82,600***
(4-Person Household)

Appendix E.2
2013 Uniform Act (URA) Income Limits
State: California

	Number of Persons in Household								
Vallejo-Fairfield, CA MSA 80% Low Income Limits	Median	1	2	3	4	5	6	7	8
	78,800	44,150	50,450	56,750	63,050	68,100	73,150	78,200	83,250

Distribution Notices

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PUBLIC NOTICE

October 17, 2013

DRAFT RELOCATION IMPACT STATEMENT AND LAST RESORT HOUSING PLAN

The City of Fairfield, City of Vacaville and the Solano Transportation Authority ("STA") are implementing the Jepson Parkway Project ("Project"); an Interstate 80 Reliever Route that will improve intra-county mobility for Solano County residents. The Project upgrades a series of narrow local roads to provide a north-south travel route for residents as an alternative to Interstate 80. As a result of this planned Project, some residential, business, storage and personal property only occupants may be required to move, or move personal property, from the property that they currently occupy. Prior to proceeding with any potential project, the STA must consider the needs of those who occupy the affected properties. The STA's Relocation Consultant, Associated Right of Way Services, Inc. has prepared a Draft Relocation Impact Statement and Last Resort Housing Plan ("Draft Statement") that considers the needs of the occupants in the Project area, addresses available replacement locations, and describes the relocation assistance available to the residential, business, storage and personal property only occupants.

I invite you to read the enclosed Draft Statement and submit your comments. The Draft Statement is also available for review on STA's website at sta.ca.gov. Your comments will help to shape this Draft Statement and will be included in the Final Relocation Impact Statement and Last Resort Housing Plan that will be presented to the STA's Board on December 11, 2013. I would also like to encourage you to form a Project Area Committee that can review and comment on this Draft Statement jointly. If you have any questions about Relocation Assistance in general, or if you would like to make comments on the Draft Statement, please contact me by calling my office toll free at (800) 558-5151. You may also send your comments to my office at 2300 Contra Costa Blvd, Suite 525, Pleasant Hill, California 94523. You have 30 days to review and comment on the Draft Statement. It is important that you submit your comments by November 18, 2013 so that they may be included in the Final Relocation Impact Statement and Last Resort Housing Plan.

Thank you for taking the time to review the enclosed Draft Statement. We look forward to receiving your comments.

Sincerely,

Brad Henderson
Relocation Consultant for
Solano Transportation Authority

Enclosure

ARWS ASSOCIATED RIGHT OF WAY SERVICES, INC.

2300 Contra Costa Blvd.
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925.691.8500 phone
925.691.6505 fax
www.arws.com

October 17, 2013

_____

_____

Re: Review of the Draft Relocation Impact Statement and Last Resort Housing Plan
Jepson Parkway Project

Dear ***Business Owner***:

The City of Fairfield, City of Vacaville, and the Solano Transportation Authority ("STA") are implementing the Jepson Parkway Project ("Project"); an Interstate 80 Reliever Route that will improve intra-county mobility for Solano County residents. The Project upgrades a series of narrow local roads to provide a north-south travel route for residents as an alternative to Interstate 80. As a result of this planned Project, some residential and business occupants may be required to move from the property that they currently occupy and operate their business. Prior to proceeding with any potential project, the STA must consider the needs of those who occupy the affected property. The STA's Relocation Consultant, Associated Right of Way Services, Inc. has prepared a Draft Relocation Impact Statement and Last Resort Housing Plan ("Draft Statement") that considers the needs of those who work in the Project area, addresses available replacement sites, and describes the relocation assistance available to you as a business occupant.

I invite you to read the enclosed Draft Statement and submit your comments. Your comments will help to shape this Draft Statement and will be included in the Final Relocation Impact Statement and Last Resort Housing Plan that will be presented to the STA Board on December 11, 2013. I would also like to encourage you to form a Project Area Committee that can review and comment on this Draft Statement jointly. If you have any questions about Relocation Assistance in general, or if you would like to make comments on the Draft Statement, please contact me by calling my office toll free at (800) 558-5151. You may also send your comments to my office at 2300 Contra Costa Blvd, Suite 525, Pleasant Hill, California 94523. You have 30 days to review and comment on the Draft Statement. It is important that you submit your comments by November 18, 2013 so that they may be included in the Final Relocation Impact Statement and Last Resort Housing Plan.

I realize that you may be directly affected if this Project moves forward. This affords you the opportunity to become involved in the review process so that your voice can be heard.

Thank you for taking the time to review the enclosed Draft Statement. We look forward to receiving your comments.

Sincerely,

Brad Henderson
Relocation Consultant for the
Solano Transportation Authority

Enclosure

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October 17, 2013

_____

_____

Re: Review of the Draft Relocation Impact Statement and Last Resort Housing Plan
Jepson Parkway Project

Dear ***Personal Property Only Tenant***:

The City of Fairfield, City of Vacaville, and the Solano Transportation Authority ("STA") are implementing the Jepson Parkway Project ("Project"); an Interstate 80 Reliever Route that will improve intra-county mobility for Solano County residents. The Project upgrades a series of narrow local roads to provide a north-south travel route for residents as an alternative to Interstate 80. As a result of this planned Project, some residential, business, and personal property only occupants may be required to move from the property, or a portion of the property, that they currently occupy and/or operate their business. Prior to proceeding with any potential project, the STA must consider the needs of those who occupy the affected property. The STA's Relocation Consultant, Associated Right of Way Services, Inc. has prepared a Draft Relocation Impact Statement and Last Resort Housing Plan ("Draft Statement") that considers the needs of those who work in the Project area, addresses available replacement sites, and describes the relocation assistance available to you as a business occupant.

I invite you to read the enclosed Draft Statement and submit your comments. Your comments will help to shape this Draft Statement and will be included in the Final Relocation Impact Statement and Last Resort Housing Plan that will be presented to the STA Board on December 11, 2013. I would also like to encourage you to form a Project Area Committee that can review and comment on this Draft Statement jointly. If you have any questions about Relocation Assistance in general, or if you would like to make comments on the Draft Statement, please contact me by calling my office toll free at (800) 558-5151. You may also send your comments to my office at 2300 Contra Costa Blvd, Suite 525, Pleasant Hill, California 94523. You have 30 days to review and comment on the Draft Statement. It is important that you submit your comments by November 18, 2013 so that they may be included in the Final Relocation Impact Statement and Last Resort Housing Plan.

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Thank you for taking the time to review the enclosed Draft Statement. We look forward to receiving your comments.

Sincerely,

Brad Henderson
Relocation Consultant for the
Solano Transportation Authority

Enclosure

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October 17, 2013

_____

_____

Re: Review of the Draft Relocation Impact Statement and Last Resort Housing Plan
Jepson Parkway Project

Dear ***Property Owner***:

The City of Fairfield, City of Vacaville, and the Solano Transportation Authority ("STA") are implementing the Jepson Parkway Project ("Project"); an Interstate 80 Reliever Route that will improve intra-county mobility for Solano County residents. The Project upgrades a series of narrow local roads to provide a north-south travel route for residents as an alternative to Interstate 80. As a result of this planned Project, some residential, business, and personal property only occupants may be required to move from the property, or a portion of the property, that they currently occupy and/or operate their business. Prior to proceeding with any potential project, the STA must consider the needs of those who occupy the affected property. The STA's Relocation Consultant, Associated Right of Way Services, Inc. has prepared a Draft Relocation Impact Statement and Last Resort Housing Plan ("Draft Statement") that considers the needs of those who work in the Project area, addresses available replacement sites, and describes the relocation assistance available to the occupants and to you as a property owner, if applicable.

The Draft Statement is available for public review and comment. Copies of the Draft Statement are located at the front desk of the Solano Transportation Authority, the City's of Fairfield and Vacaville Public Works Departments, the Fairfield Civic Center Library and the Vacaville Public Library – Town Square. The Draft Statement is also available on STA's website at sta.ca.gov. Please contact me if you would like to have the Draft Statement mailed to you.

I invite you to read the Draft Statement and submit your comments. Your comments will help to shape this Draft Statement and will be included in the Final Relocation Impact Statement and Last Resort Housing Plan that will be presented to the STA Board on December 11, 2013. I would also like to encourage you to form a Project Area Committee that can review and comment on this Draft Statement jointly. If you have any questions about Relocation Assistance in general, or if you would like to make comments on the Draft Statement, please contact me by calling my office toll free at (800) 558-5151. You may also send your comments to my office at 2300 Contra Costa Blvd, Suite 525, Pleasant Hill, California 94523. You have 30 days to review and comment on the Draft Statement. It is important that you submit your comments by November 18, 2013 so that they may be included in the Final Relocation Impact Statement and Last Resort Housing Plan.

I realize that you may be directly affected if this Project moves forward. This affords you the opportunity to become involved in the review process so that your voice can be heard.

Thank you in advance for taking the time to review the Draft Statement. We look forward to receiving your comments.

Sincerely,

Brad Henderson
Relocation Consultant for the
Solano Transportation Authority

Enclosure

ASSOCIATED RIGHT OF WAY SERVICES, INC.

2300 Contra Costa Blvd.
Suite 525
Pleasant Hill, CA 94523

925.691.8500 phone
925.691.6505 fax
www.arws.com

October 17, 2013

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Re: Review of the Draft Relocation Impact Statement and Last Resort Housing Plan
Jepson Parkway Project

Dear ***Residential Tenant***:

The City of Fairfield, City of Vacaville, and the Solano Transportation Authority ("STA") are implementing the Jepson Parkway Project ("Project"); an Interstate 80 Reliever Route that will improve intra-county mobility for Solano County residents. The Project upgrades a series of narrow local roads to provide a north-south travel route for residents as an alternative to Interstate 80. As a result of this planned Project, you may be required to move from the property you currently occupy. Prior to proceeding with any potential project, the STA must consider the needs of those who occupy the affected property. The STA's Relocation Consultant, Associated Right of Way Services, Inc. has prepared a Draft Relocation Impact Statement and Last Resort Housing Plan ("Draft Statement") that considers the needs of the occupants in the project area, addresses available replacement housing, and describes the relocation assistance available to you as a residential occupant.

I invite you to read the enclosed Draft Statement and submit your comments. Your comments will help to shape this Draft Statement and will be included in the Final Relocation Impact Statement and Last Resort Housing Plan that will be presented to the STA Board on December 11, 2013. I would also like to encourage you to form a Project Area Committee that can review and comment on this Draft Statement jointly. If you have any questions about Relocation Assistance in general, or if you would like to make comments on the Draft Statement, please contact me by calling my office toll free at (800) 558-5151. You may also send your comments to my office at 2300 Contra Costa Blvd, Suite 525, Pleasant Hill, California 94523. You have 30 days to review and comment on the Draft Statement. It is important that you submit your comments by November 18, 2013 so that they may be included in the Final Relocation Impact Statement and Last Resort Housing Plan.

I realize that you may be directly affected if this Project moves forward. This affords you the opportunity to become involved in the review process so that your voice can be heard.

Thank you for taking the time to review the enclosed Draft Statement. We look forward to receiving your comments.

Sincerely,

Brad Henderson
Relocation Consultant for the
Solano Transportation Authority

Enclosure

Comments Received to the Draft Relocation Plan

The Draft Relocation Plan (Draft Plan) was circulated for public review and comment from October 17, 2013 to November 18, 2013. STA received two verbal comments and no written comments concerning the Draft Plan. These comments and STA's responses to the comments are summarized below.

Comment	Section	Comments Received	STA Response
1 (Property Owner)	Section IV Impact to Business Occupants	The number of potentially impacted Business Occupants-Full Business Relocation Assistance and Business Occupants-Personal Property Only affected by the project lists six businesses situated in the project area. The property owner stated that he has been in the process of obtaining a business license to operate a business on one of the affected properties. The property owner wanted to make sure we were aware of this as his pending business was not accounted for in the Draft Plan.	At the time of the initial interview with the property owner, no businesses were operating on the affected property. At this time, no changes have been made to the Final Relocation Plan since the current number of potentially eligible affected businesses currently in operation has not changed. The property owner will be interviewed again to determine the current status of his attempts to obtain a business license and operate an eligible business. At the time of the Initiation of Negotiations, a final determination will be made as to the eligibility of the business, if a business is in operation at that time.
2 (Concerned Citizen)	Executive Summary and Appendix A.2 Jepson Parkway Project-Location Map	The concerned citizen identified himself as a local resident; however, stated the property he occupies is not affected by the project. The concerned citizen stated he wanted it to be known that he does not like Alternative B and wanted to know if the selection of Alternative B as the preferred alternative is final.	The intent of this Final Relocation Impact Statement and Last Resort Housing Plan is to address the needs of those who occupy the affected properties, address available replacement sites, and describe the relocation assistance that will be made available to each affected occupant. It was explained to the concerned citizen that the California Department of Transportation, as the lead federal agency for this Project, should be contacted regarding the selection of Alternative B as the preferred alternative for the Project.